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Факультет іноземних мов

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GENERAL ENGLISH

(B1-B2)

МЕТОДИЧНІ ВКАЗІВКИ
ДЛЯ ЗДОБУВАЧІВ 1 РОКУ НАВЧАННЯ СО "БАКАЛАВР"
ОСВІТНІХ ПРОГРАМ ЕКОНОМІЧНОГО ФАКУЛЬТЕТУ

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I - 85 General English: методичні вказівки для самостійної роботи з дисципліни «Іноземна мова» для здобувачів вищої освіти 1 курсу економічного факультету. Вінниця: ДонНУ імені Василя Стуса, 2023. – 97 с.

Методичні вказівки призначені для самостійної роботи здобувачів вищої освіти 1 курсу економічного факультету під час вивчення англійської мови.

Мета посібника – розвивати мовну та комунікативну компетенції. Посібник укладено згідно з вимогами навчальної програми з англійської мови.

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INTRODUCTION

Welcome, EFL (English as a Foreign Language) students on a journey of learning General English. This guidebook has been created to assist students in making the most out of their first-year studying, which typically consists of two semesters. As an EFL student, you may be wondering how to make the most of your time in class and outside of class, how to expand your vocabulary, review and learn grammar, and how to compose topics in English effectively. This guidebook is here to help you achieve these goals and more.

Goal 1. Expand your vocabulary. Vocabulary is one of the building blocks of language learning, and it is essential to have a good grasp of it to communicate effectively in English. In this guidebook, you will find a variety of techniques and strategies to help you build your vocabulary, from learning words in context to using flashcards and word lists.

Goal 2. Review and learn grammar rules effectively. Learning grammar can be daunting, but with the right approach, it can be a rewarding experience. In this guidebook, you will find tips and tricks to help you understand and remember grammar rules, from using real-life examples to practicing through games and activities.

Goal 3. Compose topics effectively. Whether it is for a presentation, an essay, or a report, writing topics in English can be challenging. This book will provide you with a step-by-step guide to help you compose topics effectively, from brainstorming to drafting to editing and revising.

Finally, this guidebook will also provide you with a range of practical advice on how to make the most of your one semester of studying. You will find tips on how to manage your time effectively, how to practice your English skills outside of class, and how to work with your teacher and classmates to create a supportive and engaging learning environment.

In conclusion, this guidebook is designed to help you achieve your language learning goals during your one semester of studying General English. Whether you are a beginner or an advanced learner, this guidebook will provide you with the tools, techniques, and strategies you need to expand your vocabulary, review, and learn grammar, compose topics, and succeed in your English language learning journey.

Imagine two specific situations (personal and professional) in the future where you can use English.

1. Professional situation:

2. Personal situation:

What opportunities will be available to you if you speak a foreign language?

I. Read and translate. Underline and learn new words. Make 10 questions. Prepare a topic and write it in your notebook.

It is difficult to give an exact figure for the number of words in English. However, it is estimated that there are approximately 170,000 words in current use in English. It is estimated that Shakespeare used around 20,000 unique words in his plays and sonnets. According to some studies, the average adult English speaker has a vocabulary of around 20,000 to 35,000 words. This includes both active and passive vocabulary. A basic English vocabulary typically consists of around 1,000 to 2,000 commonly used words. These are the words that are most frequently used in everyday conversations, reading materials, and written communication.

The Common European Framework of Reference for Languages (CEFR) is an internationally recognized system for assessing language proficiency. It defines six levels of language ability: A1, A2, B1, B2, C1, and C2

A1 is the beginner level, with a vocabulary of around 600-800 words. At this level, learners can understand and use simple expressions, introduce themselves, ask and answer basic questions about personal information, and interact in a simple way, provided the other person speaks slowly and clearly.

A2 is the elementary level, with a vocabulary of around 1,200-1,500 words. At this level, learners can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. basic personal and family information, shopping, local geography), communicate

in simple and routine tasks, describe in simple terms aspects of their background, immediate environment, and matters in areas of immediate need.

B1 is the intermediate level, with a vocabulary of around 2,500-3,000 words. At this level, learners can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc., produce simple connected text on topics that are familiar or of personal interest, describe experiences and events, dreams, hopes, and ambitions and briefly give reasons and explanations for opinions and plans.

B2 is the upper-intermediate level, with a vocabulary of around 4,000-5,000 words. At this level, learners can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in their field of specialization, interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party, produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.

C1 is the advanced level, with a vocabulary of around 6,000-7,000 words. At this level, learners can understand a wide range of demanding, longer texts, and recognize implicit meaning, express themselves fluently and spontaneously without much obvious searching for expressions, use language flexibly and effectively for social, academic, and professional purposes, and produce clear, well-structured, detailed text on complex subjects, showing controlled use of organizational patterns, connectors, and cohesive devices.

C2 is the proficiency level, with a vocabulary of around 8,000-10,000 words. At this level, learners can understand with ease virtually everything heard or read, summarize information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation, express themselves spontaneously, very fluently, and precisely, differentiating finer shades of meaning even in the most complex situations

The classic learning process is considered through several stages, namely: analysis, planning, implementation, and evaluation. This is the so-called GROW model, which is effectively adapted for teaching foreign languages.

The first stage of G (goal) involves setting goals, deadlines, and criteria for achieving them. The goal should be generalized for the perspective and specific for a certain period of time (month, semester, year).

The second stage R (reality) involves determining the initial conditions. Various tests, surveys, interviews, and checklists are used to determine the level of proficiency in a foreign language on the CERF (The Common European Framework of Reference for Languages) scale.

The third stage O (opportunities) determines available opportunities and resources. At this stage, obstacles are also identified, as students often face psychological fear of communicating in a foreign language, even if they have sufficient vocabulary and grammar.

The fourth stage W (Way Forward) focuses on developing a plan of action to help the student achieve their goals. The coach and student work together to identify specific steps that the student can take to move closer to their desired outcome.

Learning English requires a combination of vocabulary acquisition, grammar rules, and practice, but with dedication and effort, it is a language that can be mastered. As one of the most widely spoken languages in the world, English offers numerous opportunities for communication, education, and cultural exchange.

II. Translate into English.

1) Є шість рівнів володіння англійською мовою: A1, A2, B1, B2, C1, C2.

2) A2 – це початковий рівень, словниковий запас становить близько 1200-1500 слів.

3) Студент може розуміти речення та часто вживані вирази, пов'язані зі темами Сім'я, Покупки, Дім, Друзі. Також студент може користуватися минулим, теперішнім та майбутнім часом для опису дій.

4) B1 – це середній рівень, словниковий запас становить близько 2500-3000 слів.

5) На цьому рівні студенти можуть говорити на знайомі теми, такі як Університет, Книжки, Музика, Дозвілля.

6) Вони можуть створювати простий зв'язний текст на знайомі теми, описувати досвід і події, розповідати про мрії, надії та амбіції.

7) Словниковий запас рівня B2 становить близько 4000-5000 слів.

8) На цьому рівні студенти можуть розуміти складні тексти на конкретні та абстрактні теми.

9) На рівні B2 студент може вступати в спілкування з носіями мови, створювати текст на широке коло тем і пояснювати свою точку зору

10) Перший етап G (goal) передбачає встановлення цілей, термінів виконання та критеріїв їх досягнення. Мета повинна бути конкретною на певний період часу (місяць, півріччя, рік).

11) Для визначення рівня володіння іноземною мовою за шкалою CERF використовуються різноманітні тести, опитування, співбесіди та чек-листи.

12) На наступному етапі студенти часто стикаються з психологічним страхом спілкування іноземною мовою, навіть якщо вони мають достатній словниковий запас і граматику.

13) На останньому етапі, студенти розробляють план дій для досягнення своїх цілей.

GRAMMAR: FUTURE SIMPLE VS FUTURE CONTINUOUS

Ex. 1 Use the correct tense.

1. By this time next year, I _____ (study) at university.
2. This time next week, we _____ (lie) on the beach in Hawaii.
3. By the end of the day, I _____ (finish) all my work.
4. We _____ (attend) a wedding next weekend.
5. I _____ (not/wear) this dress next year.
6. By the end of the day, I _____ (finish) all my work.
7. We _____ (attend) a wedding next weekend.
8. I _____ (not/wear) this dress next year.
9. _____ (you/come) to the party tomorrow night?
10. She _____ (study) for her exams all day tomorrow.
11. _____ (I/talk) to my boss about my promotion next week.
12. They _____ (fly) to Europe for their vacation next month.
13. _____ (he/go) to the gym after work today?

14. I _____ (be) at the concert tomorrow night.
15. _____ (you/help) me with my project next weekend?

Ex. 2 Fill in the blanks with the correct form of the verb in parentheses:

1. I _____ (visit) my grandparents next week.
2. She _____ (watch) a movie tonight.
3. We _____ (have) dinner at a fancy restaurant tomorrow.
4. They _____ (travel) to Europe next summer.
5. He _____ - (buy) a new car next month.
6. She _____ (graduate) from college in two years.
7. We _____ (celebrate) our anniversary next month.
8. They _____ (move) to a new city next year.
9. He _____ (start) a new job in a few weeks.
10. She _____ (learn) how to play the guitar next year.

Ex. 3 Choose the correct form of the verb (Present Simple or Future Simple) to complete the sentences.

1. The train (arrive/arrives) at 6 PM tomorrow.
2. I usually (drink/will drink) coffee in the morning.
3. We (have/had) a meeting at 2 PM today.
4. She (not like/will not like) the movie we are going to watch tonight.
5. They (go/will go) to the beach next weekend.
6. He (study/will study) for his exam all night.
7. The store (close/will close) in an hour.
8. I (not work/will not work) on Sundays.
9. She (always wears/will always wear) her lucky necklace to important events.
10. We (visit/will visit) our grandparents next month.

Ex. 4. Write your poem on the importance of learning English. Use an example as an inspiration.

My goals in learning English,
Are many and they're true.
I'll travel and I'll speak it,
To places old and new.
I'll make new friends from different lands,
And learn about their ways.
I'll share my culture and my thoughts,
And brighten up their days.
I'll read and watch in English,
The latest news and trends.

I'll speak it in my workplace,
And impress my boss and friends.
I'll write in English perfectly,
My emails will be clear.
I'll take exams and pass them well,
And be proud of my career.
So, learning English is important,
It opens up new doors.
It helps me reach my dreams and goals,
And much, much more.

Now, fill in the blanks with either Present Simple or Future Simple tense:

1. I _____ (study) English every day to achieve my goals.
2. In the future, I _____ (speak) English fluently when I travel.
3. My English _____ (improve) if I practice regularly.
4. Next year, I _____ (take) an English exam to test my skills.
5. I _____ (write) emails in English once I learn to do it well.
6. If I work hard, I _____ (succeed) in my career.
7. My English _____ (help) me make new friends from different countries.
8. In the future, I _____ (understand) English movies and TV shows better.
9. I _____ (attend) English classes every week to improve my speaking.
10. If I keep practicing, I _____ (reach) my English goals one day.

PS. Read, translate and explain proverbs.

1. A different language is a different vision of life.
2. You live a new life for every language you speak.
3. Learn a new language and get a new soul
4. To learn a language is to have one more window from which to look at the world.
5. A man who speaks three languages is worth three men
6. Learning a foreign language not only reveals how other societies think and feel, what they have experienced and value, and how they express themselves, it also provides a cultural mirror in which we can more clearly see our own society
7. To learn a language is to learn a culture
8. A language is a dialect with an army and navy
9. A person who speaks two languages is two persons in one
- 10.** One language sets you in a corridor for life. Two languages open every door along the way

Enhancing communication skills: Effective communication is a vital skill in both personal and professional life. University education provides opportunities to hone communication skills through presentations, writing assignments, and group projects.

Lifelong learning: University education teaches the value of lifelong learning, which is essential for adapting to changing circumstances in the workplace and in personal life.

I study at VASYL' STUS DONETSK NATIONAL UNIVERSITY. It is one of the leading higher educational institutions of Ukraine that has the 4th level of accreditation. There is also a library, which provides us with textbooks, an assembly hall, many classrooms and lecture-halls, computer laboratories, equipped with computers and other hi-tech devices in our university.

It was founded in 1938 as a pedagogical courses and later grew into the pedagogical institute and university. In 2014 the University had to evacuate to Vinnitsa because of military conflict with russia-backed separatists in Donetsk and Luhansk. Pro-Ukrainian educators, administrators and students had to evacuate to escape from terror and threats of illegal authorities of unrecognized republic of Donetsk. It was very difficult time full of challenges. Fortunately, the University was not only saved: it developed and flourished in Vynnitsa becoming number 1 in rating of central Ukrainian universities. In 2016, the University got its current name after Vasyl Stus, a famous Ukrainian dissident poet.

Nowadays, the university trains about 3000 students who major in a number of specialties such as management of organization, international economic relations, finance and credit, accounting and taxation, economics of enterprise etc. There are five Faculties, several institutes, labs and other divisions. More than 70% of the University's faculty are Doctors of Philosophy and Doctors of Sciences, who have been conferred academic titles of Associate Professors or Professors. The University is a special place that encourages all students to learn, create, and share knowledge responsibly. The standards for academic honesty are laid down in the Code of Academic Integrity. Students enrolled in Vasyl' Stus DonNU are expected to meet the standards of academic honesty established in the Code, for instance, they may not plagiarize, fabricate or cheat.

I'm a first-year student of the Economics department. My major is management. I entered the University after finishing school. I was enrolled at the University on the basis of the results of Multi Subject Test. I got a high pass mark which helped me obtain a budget place and now I get a scholarship while some of my group have to pay tuition.

Many new things and notions came to my life. I became familiar with such words as “an undergraduate”, “synopsis” and such terms as “a period” and “a semester”. Now I know what it means “to take/make notes”, “to take/sit an exam”, “to pass a credit”, “to cram for exams” etc. It was not easy to get used to the new methods of instruction, such as a lecture, a seminar, a workshop and a laboratory session. When a lecturer gives/does a lecture, the students listen and take notes, while at seminars they discuss a specific topic in a specific academic field.

It is very interesting to do such new subjects as higher mathematics, the history of economic studies, philosophy and others. Great attention is paid to foreign languages. I am taking a one-year course of general English.

The academic year begins on the 1st of September and ends in June. The academic year has 2 semesters/terms. Each semester lasts about 4 months and ends with examination period when students sit/take credits and exams. During the academic year, students work hard trying to keep up with their studies. Some students take part in annual scientific conferences and their activity is appreciated and encouraged.

The management organizes different events for the students and teachers. It has become a good tradition to mark the Debut of the first-year student and professional holidays, to go on trips around Ukraine, to arrange amateur events where students can show their talent and the like.

I am proud of being a student at Vasyl' Stus DonNU.

During the week I usually wake up at 6.30 a.m. I sometimes lie in bed for 5-10 minutes but then I have to get up. Some people get up earlier to have a jog, but I don't. I am not an early-riser.

After making my bed I brush my teeth. Now I am ready for breakfast. In the week I have breakfast at 7.00 a.m. As I live on my own, I have to make my own breakfast and dinner, but during the week I don't bother to cook very much. For breakfast I usually have eggs, a sandwich and a cup of coffee or tea. I also have to feed my dog twice a day.

I leave for the university at 7.15 and arrive at the university by 7.55. My university is far from my place, so I go there by bus and it usually takes me 30-40 minutes to get to the university. However, when I am in a hurry, I take a taxi.

II. Translate into English.

1. Вранці я їм бутерброд і п'ю каву.
2. Мій день починається з ранкової зарядки.
3. Дорогою додому я часто зустрічаю своїх друзів.
4. На дорогу до інституту в мене йде 20 хвилин.

Questions
General Questions (Загальні питання)

Допоміжне дієслово	Підмет	Змістове дієслово	Додаток	Обставина
Do	<i>you</i>	<i>study</i>	<i>English</i>	<i>at the Institute?</i>
		Yes, I do.	No, I don't.	
Is	<i>he</i>	<i>studying</i>	<i>English</i>	<i>now?</i>
		Yes, he is.	No, he isn't.	
Have	<i>you</i>	<i>seen</i>	<i>a new film</i>	<i>in our club?</i>
		Yes, I have.	No, I haven't.	
Will	<i>students</i>	<i>take</i>	<i>exams</i>	<i>in June?</i>
		Yes, they will.	No, they won't.	
Can	<i>you</i>	<i>speak</i>	<i>English</i>	<i>well?</i>
		Yes, I can.	No, I cannot.	

Alternative Questions
(Альтернативні питання)

<i>Will</i>	<i>you</i>	<i>go</i>	<i>by train or by plane?</i>
<i>Is</i>	<i>he</i>	<i>from</i>	<i>Russia or Ukraine?</i>
<i>Does</i>	<i>he</i>	<i>work</i>	<i>at the plant or in the office?</i>

Tag Questions
(Розділові питання)

<i>You</i>	<i>live</i>	<i>in Kharkiv,</i>	<i>don't you?</i>
<i>Maria</i>	<i>will do</i>	<i>her work in time,</i>	<i>won't she?</i>
<i>He</i>	<i>has done</i>	<i>the translation,</i>	<i>hasn't he?</i>
<i>You</i>	<i>don't speak</i>	<i>English,</i>	<i>do you?</i>
<i>He</i>	<i>isn't</i>	<i>your friend,</i>	<i>is he?</i>

Special Questions (Спеціальні питання)

who – хто	what – що what (colour) – який	how – як	when – коли
whose – чий, чия, чие	which – який, котрий	how long – як довго	where – де
whom – кого, кому	what time – котра година	how much (time) – скільки	why – чому
	what size – який розмір	how many (students) – скільки	
	what kind (sort) of – який, якого роду	how far – як далеко	

How many faculties are there at the University?

When did you enter the Academy?

What will you read me tomorrow?

Whose book have you taken?

Where do you come from?

What specialists does your faculty train?

Who knows this story?

Ex. 1.

Fill in the blank spaces with the following words.

what, where, when, who, why, whose, how much(2),

how many, how, how long

Model: What is your name? - Nick.

1. _____ are you late? – Because I missed the train. 2. _____ does the film start? – At 9.15.

3. _____ did you see this morning? – Tom. 4. _____ did that bike cost? – Two hundred pounds.

5. _____ do you want to leave? – At 5 o'clock.

6. _____ did you buy at the supermarket? – Some milk.

7. _____ sisters have you got? – Two. 8. _____ coat is this? – Maria's.

9. _____ is the bakery? – It's next to the video club.

10. _____ bread have we got? – Half a loaf.

11. _____ do you get to the Academy? – By metro.

12. _____ does it take you to clean the room? – Half an hour.

Ex 2.

Make questions to the words in italics.

1. He speaks *English, French, and German*. 2. They worked at this problem *some years ago*. 3. She is coming *in a day or two*. 4. I will be an engineer *in 5 years*. 5. Helen didn't come because *she missed the train*. 6. They would *like to buy their own house*. 7. The pub is often **the only place** for men to **meet and to speak**. 8. He can answer **all your questions**. 9. The call is **urgent**.

Ex 3.

Make tag-questions of these sentences.

1. You do not live in Kiev.
2. The weather is fine.
3. The film was interesting.
4. You have already done your home task.
5. He is writing a letter now.
6. I can take this book for a week.
7. You can't do this work.
8. They will be here soon.
9. He will be busy tomorrow.

WORD BUILDING

Noun suffixes: -er (-or), -ion (-sion, -tion, -ation), -ance(-ence), -ist, -ant

Adjective suffixes: -ant (-ent), -able (-ible)

Adverb Suffix: -ly

Ex 1.

Translate the words paying attention to the suffixes.

a) Discuss – discussion; combine – combination; introduce – introduction; conduct – conductor – conduction; calculate – calculator – calculation; produce – producer – production; compete – competition – competitor; invent – invention – inventor; load – loader

b) Differ - difference – different; depend – dependence – dependent; assist – assistance – assistant; attend – attendance – attendant; exist – existence – existent

c) Respond – responsible, account - accountable, convert - convertible, divide – divisible, compare

- comparable, change - changeable, access - accessible, depend - dependable, comfort - comfortable.

d) Eat - eatable, teach - teachable, understand - understandable, buy - buyable, recommend - recommendable, punish - punishable, read - readable, break - breakable, win - winnable, work - workable.

Ex. 2.

Make as many derivative words as possible:

Construct,	educate,
prefer,	depend,
exhibit,	change,
combine,	break,
load,	run,
resemble,	invent,
transport,	impress,
demonstrate,	develop,
appear,	carry,
connect,	account,
follow,	travel.
consider,	

Ex. 3.

Make 1 word for the doer of the action:

one who sells matches → a matchseller

One who drives an engine →

one who owns a house →

one who operates traffic →

one who does wrong →

one who rises early →

smth that opens cans →

smth that washes the floor →

smth that kills noise →

smth that locates sound →

smth that kills pain →

Ex. 4.

Use a suffix (-er, -ian, -ist, -ant) to name a profession.

Music,

drive,

art,

mend,

farm,

academy,

manage,

physics,

photograph,

mathematics,

garden,

chemistry,

science,

magic,

politics,

account

electric,

PS. Learn, translate and discuss proverbs.

- Better late than never, but better never late.
- Say well is good, do well is better
- Those do least who speak most
- East or West, home is best.
- You may lead a horse to the water, but you cannot make him drink.
- Treat others, as you would like to be treated.
- What can't be cured must be endured.
- Learn to walk before you run
- First things first
- Don't bite off more than you can chew
- It's better to be safe than sorry
- The early bird catches the worm
- Don't make a mountain out of an anthill (or molehill)
- Where there's a will, there's a way
- Always put your best foot forward
- The squeaky wheel gets the grease

UNIT 3. TIME MANAGEMENT AND SMART PLANING



I. Read and translate. Underline and learn new words. Make 10 questions. Prepare a topic and write it in your notebook.

It has never been easy to balance work/studies and leisure, especially if you live away from home. Personal time management can be a challenge for students, and they may fall behind with their studies or fail to plan their revision period before exams. Getting all my homework done and doing all those extracurricular activities eats up a lot of my time. So I try to manage my time properly, then I have time to myself. I want to share some tips on effective time management.

- Create your schedule.
- Stick to the task at hand.
- Be flexible.
- Make sure you have fun at least once a week.
- Evaluate your daily routine each night. Was there something you wanted to do but failed?
- Prioritise assignments.
- Organise your notes and do not borrow notes from others.
- Try to study three different subjects per day, or at least do three distinct tasks.
- Work in short intensive blocks with short regular breaks.
- Study during hours when your brain works best.
- Use time effectively.

The SMART model is a tool to help people set and reach their goals.

Specific Is your goal well defined? Avoid setting unclear or vague objectives; instead, be as precise as possible.

Measurable Be clear how will you know when you have achieved your goal. Using numbers, dates and times is one way to represent clear objectives.

Agreed Actions need to be carried out by someone. It is therefore crucial to assign each SMART action point to a specific person. This person can be held accountable for timely implementation of the action point and this makes follow-up easier for the manager.

Realistic Setting impossible goals will only end in disappointment. Make your goals challenging, but realistic.

Time-bound Set a time scale for completion of each goal. Even if you must review this as you progress, it will help to keep you motivated.

My classes begin at 8.00. As a rule, I have three or four classes a day, which are over at 12.35 p.m. or 2.05 p.m. Sometimes I have lunch in the university canteen, or I have one or two snacks (e.g. a cake or biscuits) during the day. After classes I stay at the university to sit for/study for my classes. I like to study in the library or in the computer lab. When I get home I usually have dinner and have a little rest. I sometimes try to have a nap in the afternoon. Unfortunately I don't have a cleaner and I do all the housework: I do laundry, do dishes and do the ironing. I like to do the shopping on Saturday.

Since I am very busy with my studies, I hardly ever hang out with my friends. In the week I usually stay in and watch TV or do my homework in the evening. I also walk my dog twice a day. At the weekend I go out (e.g. go to the cinema or disco), but I also have friends for dinner, or friends just come round for a chat.

There are plenty of gyms in the area, but I prefer going to the nearest one since there is a lot of popular equipment there, and I can work out on my own. Sometimes I go bowling or to the swimming pool. I am not fond of visiting museums or art galleries since I am not a culture vulture. Most evenings I go to bed about 11.30 p.m., and usually go to sleep very quickly.

In conclusion, studying in the university provides a foundation for a successful career, personal growth, and lifelong learning. It is important not to waste this opportunity and make the most out of it.

II. Translate into English.

1. Управління часом допомагає досягти успіху.

10. Вивчіть це правило. Не вчіть це правило.
11. Розкажіть мені все. Не розказуйте мені всього.
12. Заходьте! Не заходьте!

Ex. 2. Translate the sentences using either the Imperative Mood or a more polite form will you, could you?

1. Зачиніть двері (ви заважаєте).
2. Зачиніть двері (будь ласка, протяг).
3. Перекладіть ці речення (контрольна робота).
4. Будь ласка, перекладіть цього листа.
5. Зустрінь мене на вокзалі, якщо зможеш.
6. Відкрийте рота (у стоматолога).
7. Чи не могли б ви відкрити вікно?
8. Слухайте уважно.
9. Послухай, будь ласка, цей запис.
10. Вийдіть!
11. Будь ласка, вийдіть, нам треба поговорити.

Ex. 3. Translate the word combinations.

a. During the lecture, for 2 weeks, for a year, before the war, after classes, from Monday till Friday, since 10 o'clock, for two hours, while they were reading, by 10 o'clock, on Saturday morning, by the end of the week, on his holiday, on her birthday, at 12 o'clock, at night, in 15 minutes, in the evening, in winter, in July.

b. З ранку до вечора, під час канікул, о 9 годині, з 5 до 7, через 10 хвилин, у 1995 році, взимку та літом, у травні, вранці та ввечері, з понеділка по суботу, у вівторок, восени, через рік, через 5 днів, вночі, під час уроку, після сніданку, перед зустріччю, цього (того, наступного) року, цього (того, наступного) тижня, у цьому (тому, наступному) місяці, протягом місяця, з 2008 року, з 5 години дня, в 5 років.

c. На столі, за столом, у столі, під столом, над столом, між столами, із столу, перед столом, позаду столу, до столу, від столу

Learn and discuss proverbs. Write your own.

- 1. Be slow to promise and quick to perform.
- 2. Never put off till tomorrow what you can do today.
- 3. Don't trouble trouble until trouble troubles you.
- 4. When in Rome, do as the Romans do.
-
-
-



UNIT 4. ABOUT UKRPOSHTA

I. Read and translate. Underline and learn new words. Make 10 questions. Prepare a topic and write it in your notebook.

The Ukrainian National Postal Service, known as "UkrPoshta," is under the management of the Ministry of Infrastructure of Ukraine and operates in accordance with the Law of Ukraine "On Postal Service" and regulations set by the Universal Postal Union. Since 1994, UkrPoshta has functioned as an independent economic unit and provides over 50 different services. With a staff of over 73,000 employees, including postmen, operators of postal services, and sorting operators, UkrPoshta has more than 11,500 post offices throughout Ukraine, offering general post offices, mobile, and seasonal services.

UkrPoshta distributes approximately 9 thousand periodicals yearly through subscription and retail, amounting to over 500.7 million copies annually. Additionally, it transports around 31 tons of periodicals annually, with a total mileage of over 72 million km. UkrPoshta also produces and sells millions of standard and art postage stamps, including over 95 subjects of art stamps and blocks. The payment system, "Postal Transfer," provides postal transfers within Ukraine and abroad, and facilitates payment acceptance.

The Ukrainian National Postal Service is crucial in connecting people within Ukraine and abroad, providing services such as mailing envelopes, stamps, and postcards. With the ability to write and send letters from home or drop them off in one of the postboxes, UkrPoshta makes it convenient for individuals to correspond with others. UkrPoshta also offers package sending and receiving

services, requiring a passport to receive the package. In addition, one can make subscriptions to newspapers and magazines, with delivery directly to one's home.

I enjoy going to the post office because it serves as a vital link between people across different countries. It offers a wide range of services such as the purchase of envelopes, stamps, and postcards. One can also write and send letters, either by writing them at home and dropping them into a postbox, or by visiting the post office. This is especially convenient as there is no need to make additional trips to the post office.

In addition to letter-writing, the post office also provides package sending and receiving services. To send a parcel, simply bring it to the post office, where a clerk will weigh it and inform you of the required fee. To receive a package, one must show their passport as proof of identity. Furthermore, the post office enables subscriptions to newspapers and magazines. By paying the stated amount in the catalog, one's preferred newspapers and magazines can be delivered directly to their home.

Overall, UkrPoshta serves as a vital means of communication and connection for people in Ukraine and abroad.

II. Translate into English.

1. Укрпошта перевозить щорічно близько 31 тонни періодичних видань.
2. Загальний пробіг автомобілів при цьому становить понад 72 млн км;
3. Укрупшта виробляє та продає мільйонними тиражами поштові марки стандартного тиражу, понад 95 предметів художніх марок і блоків.
4. Платіжна система «Поштовий переказ» дозволяє здійснювати поштові перекази як по Україні, так і за кордон, а також здійснює прийом платежів
5. Загалом Укрпошта пропонує споживачам близько 50 різноманітних послуг.
6. Щоб відправити посылку, її потрібно принести на пошту, працівник її зважить і скаже, скільки грошей потрібно заплатити.
7. Щоб отримати посылку, необхідно пред'явити паспорт, щоб працівник пошти був впевнений, що посылку отримаєте саме ви.
8. На касі можна оформити передплату на газети та журнали.
9. Вам потрібно заплатити певну суму, яка вказана в каталозі, і ваші улюблені газети та журнали будуть доставлені прямо додому

b) Ask your partner if he (she) can ...

Плавати, готувати, співати, танцювати, водити машину, грати у теніс, пояснювати дорогу англійською, грати у футбол.

Ex 2. Say the sentences in past and future.

Model A: We must learn the new words regularly

We had to learn the new words regularly.

We will have to learn the new words regularly.

1. He must go there at once. 2. She must be at home by 11.00. 3. I must go to this meeting. It is very important. 4. We must pass the examination in physics. 5. I must rewrite the test. I failed last time.

Model B: He can skate well.

He could skate well.

He will be able to skate well.

He can swim. – Він може плавати.	He could swim.	He will be able to help you.
He is able to help you. – Він має змогу тобі допомогти.	He was able to help you.	

1. He can continue his studies at the evening department. 2. I can meet you at the metro station. 3. His father can help him in his studies. 4. I can translate this text without a dictionary. 5. She can play tennis three times a week.

Model C:

You may take it. – Ви можете (вам дозволено) це взяти.	I might use the device.	I will be allowed to use this device.
I am allowed to use the device. – Я маю дозвіл використати цей прилад.	I was allowed to leave.	

You may open the window.

You were allowed to open the window.

You will be allowed to open the window.

1. You may go home after classes. 2. They may continue the experiment. 3. The students may use dictionaries while translating the text. 4. He may take my pen. 5. The tourists may attend the sitting of the Parliament.

Ex 3. Fill in the gaps using can or can't with one of the given verbs: come, find, hear, drive, see, speak.

Model: I'm sorry but we can't come to your party next Saturday.

1. I like this hotel room. You ... the mountains from the window.

2. You are speaking very quietly. I ... you.

Ex 6.

Translate the sentences.

1. Ви можете зустріти його на нашій фірмі.
2. Їй потрібно допомогти матері.
3. Студентам було дозволено користуватися підручниками.
4. Вам потрібно поговорити з ними.
5. Тобі треба написати батькам листа.
6. Я міг це зробити сам.
7. Я зможу допомогти тобі завтра.
8. Можна увійти?
9. Чому їм довелося залишити цей будинок?
10. Він не зможе поїхати в Італію влітку.
11. Вам доведеться зробити цю роботу до понеділка.
12. Я не зможу прочитати цю книгу за тиждень.
13. Вона повинна перекласти цю статтю до середи.
14. Я не можу відповісти на ваше питання.
15. Ти не можеш сьогодні піти в кіно.
16. Тобі слід поговорити з його батьком.
17. Я зможу їх побачити завтра.
18. Він повинен буде зробити доповідь на конференцію.
19. Йому доводиться зараз багато працювати.

PS. Read, translate and discuss proverbs.

1. The longest day must have an end.
 2. They who lose today may win tomorrow.
 3. Everything must have a beginning.
 4. A man can do no more than he can.
 5. Liars need to have good memories.
-

significant in developing countries, where it can drive economic growth and contribute to poverty reduction.

Some travelers are motivated to visit as many countries as possible. They have numerous stories to share and often provide insights into different cultures and ways of life that others may find fascinating. Through their experiences, one can gain a better understanding of the world and learn new things that may not have been possible to learn at home.

Millions of people all over the world spend their vacations traveling, seeking out new experiences and adventures. They explore modern cities, ancient towns, and picturesque locations, sampling new foods and soaking in diverse musical rhythms. For many, traveling provides a chance to escape from the monotony of everyday life and experience something new and exciting.

No matter the mode of transportation, each has its advantages and disadvantages, depending on the traveler's plans and destinations. One of the best ways to understand geography and cultures is through travel, and the best way to get to know and appreciate people is by meeting them in their own homes.

Most travelers carry a camera with them to capture the sights and sounds of their adventures, including churches, castles, mountains, and forests, among other things. The photographs serve as a reminder of the happy times they experienced, as the English saying goes, "A picture is worth a thousand words." In summary, traveling is a great way to broaden one's horizons, gain new perspectives, and make unforgettable memories.

II. Translate into English.

- Міські жителі зазвичай люблять спокійний відпочинок на березі моря або в горах, де нічого не робити, окрім як гуляти, купатися та лінуватися на сонці.
- Мандрівники беруть з собою фотоапарат і фотографують визначні пам'ятки міста: старі церкви і замки, гори, озера, долини, водоспади, ліси; дерева, квіти і рослини, тварини і птахи.
- Фото з подорожей будуть нагадувати про щасливий час.
- Люди подорожують потягом, літаком, човном і автомобілем.
- Усі види транспорту мають свої переваги та недоліки.

Ex. 5. Translate the following words using -less or -ful.

а) Безсердечний (heart),

безсмачний (taste),

безсонний (sleep),

безглуздий (sense),

безмовний (speech),

беззмінний (change),

безгрішний (sin),

безжалісний (pity),

даремний (use),

безформний (shape),

без каблуків (heel),

неродючий

(fruit);

б) багатий подіями (event),

чудовий (wonder),

законний (law),

сильний (force),

фатальний (fate),

успішний (success),

моложавий (youth),

повний зневаги (scorn),

забутливий (forget),

уважний (care),

потужний (power),

довірливий (trust),

повний жаху (fear).

Ex.6

а) Translate the pairs of words.

space – spacious, grace – gracious, grief – grievous, glory – glorious, humour – humorous, scandal – scandalous, marvel – marvellous, synonym – synonymous.

б) Define the nouns from which the following adjectives are formed.

Desirous, melodious, studious, pompous, murderous, dangerous, spacious, righteous, anxious,

religious, joyous, thunderous, famous, mysterious, conscious, nervous, suspicious, jealous, adventurous.

*** Learn and discuss proverbs. Write your own.**

- 1. Many hands make light work
- 2. Strike while the iron is hot
- 3. Honesty is the best policy
- 4. The grass is always greener on the other side of the fence
- 5. Don't judge a book by its cover
- 6. An apple a day keeps the doctor away
- 7. It's no use crying over spilled milk
- 8. Still waters run deep .

others appreciate the extra time it takes to reach their destination, which can serve as a welcome break in between their travels. Overnight train journeys can also help travelers save money on accommodation costs. Most modern standard carriages feature reclining seats that allow for a comfortable sleep, and passengers are provided with bed linen and blankets, along with complimentary tea or coffee in the morning.

The railway system in the United States has a long and rich history, and it remains an essential mode of transportation for both freight and passengers. The first railroad in the United States was built in the early 1800s, and by the mid-19th century, the country had a vast network of rail lines that linked cities and towns across the nation. Today, the United States has over 140,000 miles of active railway tracks, making it the largest railroad network in the world.

Freight transportation is the backbone of the US railway system, with the majority of the nation's goods transported by rail. The railway industry plays a crucial role in the US economy, supporting the transportation of goods such as coal, oil, grains, and other raw materials. Rail transportation is also an essential link in global trade, with many rail lines connecting US ports to inland cities and regions. Additionally, the railway industry provides thousands of jobs for workers in various fields, including engineering, operations, and logistics.

Passenger rail travel in the US is not as widely used as in other parts of the world, such as Europe and Asia. However, passenger rail travel has seen a resurgence in recent years, with the popularity of Amtrak, the nation's passenger rail service. Amtrak operates more than 300 trains daily, serving over 500 destinations across the country. The system includes long-distance trains, as well as shorter routes that provide commuter services in urban areas. Although the US has invested in high-speed rail projects in recent years, such as the California High-Speed Rail project, these initiatives have faced challenges and setbacks, and the US has yet to develop a widespread high-speed rail network.

II. Translate into English.

1. Багато сучасних потягів досі мають історичні назви і курсують за тими самими маршрутами.
2. Поїзди дозволяють подорожувати безпечно та з комфортом.
3. Їх особливий шарм відрізняє їх від більш звичайних видів транспорту.
4. Поїзди менше забруднюють навколишнє середовище.

GRAMMAR

Present Continuous Tense

1. Подовжені дії, що здійснюються під час говоріння (still, now, at 11 o'clock, from 5 to 9 o'clock) або в теперішній період часу (today, this week, this season).

Please, don't make so much noise. I am studying. (not I study)

Tom and Ann are talking and drinking in a café. Tom says, 'I'm reading an interesting book at the moment.'

'You are working hard today.' 'Yes, I have a lot to do.'

2. Ситуації, які швидко змінюються:

The population of the world is rising very fast. (not rises).

3. Майбутні дії, якщо висловлюється намір їх здійснення або впевненість у їх виконанні.

What are you doing tomorrow evening?

I am going to the theatre.

Примітка. Present Continuous Tense також може використовуватися:

- для висловлення меншої впевненості та офіціальності:

I am hoping you can lend me \$100.

I'm afraid we must be going;

- для висловлення незадоволення, скарги тощо:

He is continually borrowing money from me.

Past Continuous Tense

Подовжена дія, що відбувалася у певний момент у минулому або в певний відрізок часу.

I was reading a book at seven yesterday.

In June that firm was carrying on negotiations for the purchase of wheat.

Past Continuous не вказує на те, чи завершилась дія:

Tom was cooking the dinner (= він готував обід і не відомо,

чи приготував він його).

Tom cooked the dinner (= він приготував обід).

Примітка. Past Continuous часто стоїть разом з Past Simple,

якщо одна дія здійснювалася на фоні іншої.

Tom burned his hand when (while) he was cooking the dinner.

При переліку подій у минулому живається Past Indefinite, незалежно від тривалості дії.

I came home early, rested from five till six, and then worked the whole evening.

Future Continuous Tense

1. Подовжена дія, що буде відбуватися в певний момент у майбутньому або в певний відрізок часу.

This time tomorrow they will be sitting in the cinema.

They will be watching a film.

I will be preparing for my examination in May.

2. Намір здійснити дію або впевненість у її здійсненні (замість Future Indefinite Tense).

He will be meeting us at the station.

Зворот to be going to do smth

намір здійснити дію або впевненість у її здійсненні у майбутньому.

We were going to ship these goods by the steamer.

The sky is clearing up; the rain is going to stop in a minute.

Verbs, used only in *SIMPLE* tenses

Ментальний та емоційний стан	Чуттєве сприймання	Відношення	Інші
<i>believe</i>	<i>appear</i>	<i>(dis)agree</i>	<i>be</i>
<i>(dis)like</i>	<i>hear</i>	<i>promise</i>	<i>consist</i>
<i>know</i>	<i>look (=seem)</i>	<i>surprise</i>	<i>depend</i>
<i>remember</i>	<i>see</i>	<i>satisfy</i>	<i>include</i>
<i>understand</i>	<i>seem</i>	<i>deny</i>	<i>matter</i>
<i>want</i>	<i>smell</i>	<i>impress</i>	<i>own</i>
<i>prefer</i>	<i>sound</i>	<i>astonish</i>	<i>need</i>
<i>imagine</i>	<i>taste</i>	<i>mean</i>	<i>lack</i>

Ex 1. What are these people going to do? Write sentences using the words: vet, actress, pilot, interpreter, chef, teacher, lawyer, athlete.

Model: Frank and I are learning to fly. – We're going to be pilots.

1. Lisa loves children. She 2. Maria's good at languages. 3. Mary's at drama school. 4. Sue and Peter are studying law. 5. Anna loves animals. 6. Bill cooks very well. 7. Bob can run very fast.

Ex. 2. Choose the Past Simple or Past Continuous Tense.

I met / was meeting a friend while I did / was doing the shopping. I paid / was paying for my things when I heard / was hearing someone call my name. I turned / was turning round and saw / was seeing Paula. She wore / was wearing a bright red coat. We decided / were deciding to have a cup of coffee. While we had / were having a drink, a waiter dropped / was dropping a pile of plates. We all got / were getting a terrible shock. While the waiter picked / was picking up broken plates, he cut / was cutting his finger. We left / were leaving the café and said / were saying goodbye. I finished / was finishing my shopping and went / was going home.

Ex. 3. Replace the Indefinite Tense by Continuous Tense adding the following time guides: now, still, at...o'clock, from...to, when he came, etc.

1. The car went along the street at high speed. 2. We had dinner at home. 3. She prepares her lessons in the library. 4. My father smokes a pipe. 5. Tomorrow we will have a practical class on mathematics. 6. They worked in the laboratory the day before yesterday. 7. They will show a very interesting football match.

Ex. 4. Write the verbs in brackets in the Past Continuous or the Past Simple.

When I ___ (study) at university, I took a part-time job as a security guard at a factory to earn some extra money. I often ___ (work) at night, and one evening I ___ (check) the warehouse when I heard a noise. I was really scared so I ___ (call) the police. They arrived and while they ___ (search) the area they found someone asleep in a small cupboard next to the warehouse. The person ___ (be) the daytime security guard, who ___ (live) in the factory because he couldn't afford to rent a flat. He ___ (wear) pyjamas produced in the factory. The factory owners were furious at first and ___ (plan) to sack the young man but in the end they found him a cheap flat and he ___ (keep) his job.

Ex 5. Translate the following sentences.

1. З ким розмовляє ваш товариш? – Він розмовляє з нашим учителем.
2. Куди ви підете увечері? – Ми підемо до парку.
3. Коли задзвонив телефон, вони обговорювали це питання.
4. О десятій ранку він готувався до екзамену.
5. Я не робив записи, коли він читав лекцію.
7. Не телефонуй їй завтра, вона буде готуватися до екзамену.
8. Що будувється на цьому березі річки?

9. Ми не знали своїх оцінок, тому що наші контрольні ще перевірялись, коли ми пішли з інституту.

10. Чи часто ви відвідуєте своїх друзів?

11. Що ви пишете? – Ми пишемо слова сьомого уроку.

12. Він часто готує реферати з економіки?

13. Хто стоїть біля вікна? – Моя сестра.

14. Під час уроку наш учитель стоїть біля столу.

15. Зараз усе більше і більше людей вивчають іноземні мови.

16. Ці студенти зараз вивчають нові слова.

Learn and discuss proverbs. Write your own.

- 1. Better late than never
- 2. Don't bite the hand that feeds you
- 3. Rome wasn't built in a day
- 4. Actions speak louder than words.
- 5. Curiosity killed the cat
- 6. My hands are tied
- 7. Out of sight, out of mind
- 8. Easy come, easy go
- 9. You can't make an omelet without breaking a few eggs
- 10. The forbidden fruit is always the sweetest
- 11. If you scratch my back, I'll scratch yours
- 12. It's the tip of the iceberg

The company also aims “To be the undisputed leader in world travel for the next millennium”. Besides, the company also focuses on providing the best services to its passengers and becoming a premium airline choice.

Travelling by air combines both comfort and speed and you will reach the place of destination very quickly. No doubt, travelling by air is the most convenient and comfortable means of travelling. But if you are airsick the flight may seem not so nice to you. Unfortunately, sometimes the flights are delayed because of unfavorable weather conditions, and one more inconvenience is jet-lag. Before boarding the plane you must check in at the airport. Passengers are requested to arrive at the airport one hour before departure time on international flights and half an hour on domestic flights. You must register your tickets, weigh in and register the luggage.

The economy class limitation is 20 kg. First-class passengers are allowed 30 kg. Excess luggage must be paid for. Passengers are permitted, to take only some personal belongings with them into the cabin. These items include handbags, brief-cases, umbrellas, coats and souvenirs bought at the tax-free shops at the airport. Each passenger is given a boarding pass to be shown at the departure gate and again to the stewardess when boarding the plane.

Before the plane takes off the stewardess gives you all the information about the flight, the speed and altitude. She asks you to fasten the belts and not to smoke. She will take care of you during the flight and will help you to get comfortable in your seat. Inside the cabins the air is always fresh and warm. The captain will welcome you on board, tell you all about the flight and the interesting places you are flying over. During the flight you can take a nap or have a chat, you can read and relax. In some planes you can watch video or listen to the music.

II. Translate into English.



1. Перед посадкою в літак необхідно пройти реєстрацію в аеропорту.
2. Пасажирів просять прибувати в аеропорт за годину до вильоту на міжнародних рейсах і за півгодини на внутрішніх.
3. Ви повинні зареєструвати квитки, зважити та зареєструвати багаж.
4. Обмеження економ-класу - 20 кг. Пасажирам першого класу дозволена вага 30 кг.
5. Надмірний багаж оплачується додатково.
6. Пасажирам дозволяється брати з собою в салон лише деякі особисті речі.
7. Ці предмети включають сумки, портфелі або кейс, парасолі, пальто та сувеніри, куплені в магазинах безмитної торгівлі в аеропорту.

Numerals
(Числівники)

Кількісні <i>Cardinal</i>	Порядкові <i>Ordinal</i>	Кількісні <i>Cardinal</i>	Порядкові <i>Ordinal</i>
1 - one	the first	11 - eleven	the eleventh
2 - two	the second	12 - twelve (a dozen)	the twelfth
3 - three	the third	13 - thirteen	the thirteenth
4 - four	the fourth	20 - twenty (a score)	the twentieth
5 - five	the fifth	21 - twenty-one	the twenty-first
6 - six	the sixth	100 - one (a) hundred	the hundredth
7 - seven	the seventh	1000 - one (a) thousand	the thousandth
8 - eight	the eighth		
9 - nine	the ninth		
10 - ten	the tenth		
0 - (<i>BrE</i>) -nought, (<i>AmE</i>) - zero, (<i>розм.</i>) - oh			
101 - one hundred and one (books)			
1001 - one thousand and one			
1235 - one thousand two hundred and thirty five = twelve hundred and thirty five			
2, 045, 328 - two million forty-five thousand three hundred and twenty-eight			

ПРОБИ
Дати

BC = Before Christ - до Різдва Христового, до нашої ери (до н.е.)

AD = anno domini = нашої ери (н.е.)

1900 - nineteen hundred

1999 AD - nineteen ninety nine [*ei di:*]

2000 BC - twenty hundred, two thousand [*bi: si:*]

2002 - two thousand (and) two, twenty hundred and two

2015 - twenty fifteen

GB: 3rd January 1998 = 3/1/98 = the third of January nineteen ninety eight.

US: January 3, 1998 = 1.3.98 = January the third, nineteen ninety eight.

Запам'ятайте:

* у два рази, два рази - <i>twice</i>	* раз - <i>once</i>
* у три рази, три рази - <i>three times</i>	* пара - <i>a pair, a couple</i>
* у чотири рази - <i>four times</i>	* дюжина - <i>a dozen</i>
* у чотири рази вище - <i>four times as high</i>	* півдюжини - <i>half a dozen</i>
* у ... рази вище - <i>числівник + fold</i>	

The reaction was accelerated tenfold. – Реакція прискорилося у 10 разів.

Дії

7 + 3 = 10 seven plus (and) three equals (is) ten

9 - 8 = 1 nine minus eight equals one

10 x 3 = 30 ten times (multiplied by) three equals (is, makes) thirty

20 : 5 = 4 twenty divided by five equals (is) four

Розміри, виміри

3m x 4m - three meters by four meters

5cm³ - five cubic centimetres

60mph - sixty miles an hour (per hour)

5cm² - five square centimetres

50mpg - fifty miles per (to) the gallon

Номери телефонів, автобусів та ін.

Tel: 14 – 07 – 44 one-four-oh-seven-double four

in Room 203 = room two-oh-three

to take bus 67 = sixty seven

on page 305 = three hundred and five = three – [ou] five.

ДРОБИ

<i>Прості дроби</i>	<i>Десяткові дроби</i>
$\frac{1}{2}$ - a half (half of a kilometre)	0.2 - point two
$\frac{1}{3}$ - a third (third of a ton)	1.56 - one point five six
$\frac{1}{4}$ - a fourth, a quarter	3.5% - three and half per cent
$\frac{1}{5}$ - a fifth	1% - one per cent
$\frac{2}{3}$ - two thirds	
$1\frac{1}{2}$ - one and a half	
$\frac{3}{4}$ - three fourths, three quarters	

Ex. 1. Read the numerals.

1) 5; 15; 50; 51; 12; 20; 11; 112; 201; 10; 446; 376; 267; 6,000,000;

0.85; 5.3; 0.6; $\frac{1}{3}$; $7\frac{1}{8}$; $\frac{1}{2}$; $4\frac{1}{4}$; 1,234; 1.234.

2) 1,005 students; 5,400,000 coins; 6.75 miles; by bus 9; in room 218;

the 3rd time; 506 samples; 4,790 magazines; 627 hryvnias; on page

733; by tram 27; on the 12th day.

3) The 1 of January; on July the 16, 1661; on August the 2, 2002; at the end of 1789; in early 1990s; on June 18, 1997; on December 31, 1991; on the 8th of July; at the beginning of 1770; in late 60s.

4) 5.4 tons; $\frac{2}{3}$ of an inch; 0.2 pound; 9,152 gallon, 26.5 ounces; $\frac{4}{9}$ of a mile; 0.1 foot; 7.89 grams.

5) The thirtieth kilometre, the second hour, the eleventh night, the eightieth year, the hundredth passenger, the first day, the sixteenth locomotive, the second proposal, the twentieth coach, the fifth floor.

Ex. 2. Change cardinal numerals into ordinal.
6; 60; 7; 8; 18; 82; 9; 19; 91; 12; 100; 103; 300; 425; 705; 2,000; 7,056.

Ex. 3. Translate and read the word combinations.

a) 4 лютого 2001; 25 травня 1837; 17 серпня 1907; 8 червня 43 р. н.е.; у червні 305 р. н.е.

b) 50 фунтів; 300 автомобілів; 61 фунт; два мільйони тонн; сотні шухляд; тисячі людей; 281 долар; десятки полісменів; шість тисяч гривень; п'ять ваших книжок; троє моїх друзів.

Dozen, hundred, thousand та million

не мають закінчення -s

після числа, few або several.

Three dozen bottles, a few hundred times, several million pounds

але: We've got dozens (of) bottles. She made millions in the property market.

Ex. 4. Put in dozen(s) (of), hundred(s) (of), thousand(s) (of) or million(s) (of).

1. He had to sign his name five (hundred) times. 2. We export 40 (million) tons a year. 3. I just

need to borrow a few (hundred) pounds. 4. I've told you (million) times. 5. (Thousand) refugees are flooding into the country. 6. Could I have two (dozen) eggs?

Ex. 5. Say the following.

1. Your telephone number.
2. Your date of birth, your relatives' date of birth.
3. The approximate population of your village (town, city) and your country.
4. The floor where your apartment is.

Learn and discuss proverbs. Write your own.

- **A picture is worth a thousand words**
- **A stitch in time saves nine**
- **Back to square one**
- **Baker's dozen**
- **Better half**
- **Catch 22**
- **Cheap at half the price**
- **Cloud nine**
- **Four corners of the earth**
- **Genius is one percent inspiration and 99 percent perspiration**
- **Two heads are better than one**
- **Zero tolerance**
- **When preparing to travel, lay out all your clothes and all your money. Then take half the clothes and twice the money.**
- **Life is a journey. Make the best of it.**
- **Adventure may hurt you but monotony will kill you.**
- **When you travel, remember that a foreign country is not designed to make you comfortable. It is designed to make its own people comfortable.**
- **To Travel is to Live**
- **The world is a book and those who do not travel read only one page.**

facilities. Cabins are designed for two, four or six passengers. They look like train compartments but have different windows, called portholes. Passengers of liners don't have to worry about meals. They are served regularly in restaurants. In other words, travelling by sea can bring many pleasant moments, only if you are not seasick.

For passengers, cruise lines are all about relaxing, having fun, and enjoying a memorable vacation. But for cruise companies and investors, it's big business. Each year cruise lines take in billions of dollars in revenue and rake in billions in profit, all in the course of providing passengers with a great time. But to bring in all that money takes an army of workers, enormous sums spent on the latest and greatest ships, and an array of suppliers. In fact, the logistics of providing you an easy vacation are amazingly complex.

The end goal of all those people and all that work, however, is a hefty profit, as you'll see. As well, with the unprecedented impact that the health crisis has had on cruising, it can also lead to staggering losses. There are three leaders in the cruise business: Carnival Corporation, Royal Caribbean, Norwegian Cruise Line Holdings Ltd.

How do cruise lines make money? That's fairly obvious: when a passenger books a cruise, they pay a cruise fare that goes to the line. While this is where the bulk of money it made, cruises have expanded their business to include other sources as well. Anyone knows that it costs money to make money, and that definitely holds true in cruising. While the cruise lines take in billions in cruise fare and onboard spending, they also spend billions to provide that service.

While the costs to run a cruise line are large, the companies come out ahead during normal times. In fact, the profits for Carnival Corporation and Royal Caribbean reach well into the billions of dollars, which Norwegian Cruise Line Holdings Ltd. just below that benchmark.

II. Translate into English.

1. Круїз включає каюту, плавання, розваги, харчування тощо.
2. Протягом багатьох років (до 2020 року) дохід від круїзів продовжував збільшуватися.
3. Компанії будували більше кораблів і зростала кількість пасажирів.
4. Досвідчені пасажири знають, що коли ви купуєте круїзний квиток, це лише частина ваших витрат.

Model: active (adj) – activity (n) (активний – активність) Capacious, certain, various, curious, human, fatal, stupid, public, able, equal, regular, extreme, possible, probable, responsible, absurd.

b) Form nouns by adding –ship to the following nouns. Leader, apprentice, owner, relation, professor, acquaintance, companion, citizen, member, friend, author, clerk, editor.

Exercise 2.

a) Form adjectives by adding –y to the following nouns. Grass, star, rain, chalk, room, water, foam, snow, fog, frost, wind, silk, mist, sand, slang, milk.

b) Form adjectives by adding –ive to the verbs and translate them. Collect, reflect, respect, attract, prevent, construct, correct, oppress, communicate, create, imitate, regulate, interrogate, illustrate, alternate, demonstrate.

Ex. 2.

a) Translate the words paying attention to the negative prefixes un- , in- (im-, ir-, il-) and non-. Uncomfortable, unfair, unjust, untrue, uncertain, unclear, unsuitable, uncultured, uncover, unfasten, unfix, unable; incorrect, independent, incomparable, inconvenient, indelicate, improper, immoral, immovable, impossible, irresponsible, irresistible, illegible, illiterate; non-existent, non-conductor, non-standard, non-resistance, non- durable, non-provided, non-governmental, non-essential.

b) Express in one word with the negative prefix un-. un- not able, not seen, not lawful, not well, not intentional, not explored, not selfish, that cannot be forgotten, that cannot be changed, that cannot be thought of, that cannot be believed;

c) Translate the following words using the stems given. un- виймати пробку (cork), відмикати (lock), викривати (mask), знімати кришку (cover), відколювати (pin), некритичний (critical), нестійкий (steady), неохайний (tidy), небезпечний (safe), недійсний (real), незбагнений (achievable), нечестолюбний (ambitions), несхвалений (approved);

in-(il-,im-,ir-) несором'язливий (modest), нелогічний (logical), нетвердий (firm), непристойний (decent), нерішучий (resolute), неправильний (correct), незвичайний (regular), невиразний (expressive), нелегальний (legal).

Ех. 3.

a) Translate the verbs.

Graduate, affiliate, facilitate, activate, accumulate, sanitize, legislate, originate, agitate, indicate, circulate, dedicate, fascinate.

b) Express in one word.

To make light (soft, sad, glad, deaf, mad, wide, fat, deep),

to subject to threat (fright, haste),

to give strength (length, height).

c) Form verbs by adding -en.

heart, red, tight, bright, black, dark, white, length, short, weak

*Read and translate the proverbs:

1. "Smooth seas never made a skilled sailor."
2. "The sea, once it casts its spell, holds one in its net of wonder forever." - Jacques Cousteau
3. "A ship in harbor is safe, but that is not what ships are built for." - John A. Shedd
4. "The cure for anything is saltwater: sweat, tears, or the sea." - Isak Dinesen
5. "Life is a journey, not a destination." - Ralph Waldo Emerson
6. "The ocean stirs the heart, inspires the imagination, and brings eternal joy to the soul." - Wyland
7. "A smooth sea never made a skilled mariner." - English Proverb
8. "To reach a port, we must sail—sail, not tie at anchor—sail, not drift." - Franklin D. Roosevelt
9. "He who would learn to pray, let him go to sea." - Francis Drake
10. "The sea, once it casts its spell, holds one in its net of wonder forever." - Jacques Cousteau

Artificial intelligence

It is true that the world today is full of dramatic events and most news seems to be bad news. But people aren't interested in ordinary events. That is why there are so many programmes and articles about natural disasters, plane crashes, wars, murders and robberies. Good news doesn't usually make headlines. Bad news does. Some people say that journalists are given too much freedom. They often intrude in people's private lives. They follow celebrities and print sensational stories about them which are untrue or half-true. They take photos of them in their most intimate moments. The question is — should this be allowed?

The main source of news for millions of people is television. People like TV news because they can see everything with their own eyes. And that's an important advantage. Seeing, as we know, is believing. Besides, it's much more difficult for politicians to lie in front of the cameras than on the pages of newspapers.

Still, many people prefer radio. It's good to listen to it in the car, or in the open air, or when you do something about the house. Newspapers don't react to events as quickly as TV, but they usually provide us with extra details, comments and background information. The Internet has recently become another important source of information. Its main advantage is that news appears on the screen as soon as things happen in real life and you don't have to wait for news time on TV.

What is media literacy?

For those of you who haven't heard of this term before, it may seem a little confusing. Perhaps you know what 'media' and 'literacy' mean but haven't heard them used together before. Before we can understand the term, we need to understand the meaning of media and literacy separately.

Media literacy is the ability to understand information that is presented to us and respond appropriately. We need to make a conscious effort to understand how all forms of media are created and consumed. We'll discuss why this is so important later in the article.

II. Translate into English.

1. Це правда, що сьогоднішній світ сповнений драматичних подій, і більшість новин здається поганими.

речення (обставини місця) або з присудка, при відсутності обставини.

PRESENT SIMPLE	PAST SIMPLE	FUTURE SIMPLE
<p><i>There is</i> a book on the shelf.</p> <p><i>There are</i> (some) books on the shelf.</p> <p>На полиці є книга (книги).</p>	<p><i>There was</i> a mistake in my paper.</p> <p><i>There were</i> (some) mistakes in my paper.</p> <p>У моїй роботі була помилка (були помилки).</p>	<p><i>There will be</i> a new show on TV next week.</p> <p>Наступного тижня по телевізору буде нове шоу.</p>

Примітка 1.

Після there можливо вживання дієслів exist (існувати), appear (з'являтися) та модальних дієслів (can, must, should, may).

There exist special-type vehicles for monorails. – Існують спеціальні вагони для монорейкових доріг.

Later, there appeared a steam locomotive. – Пізніше з'явився паровоз.

There must be some way out. – Повинен бути якийсь вихід.

Ex 1.

Translate the sentences.

- There are a lot of English books and dictionaries in our library.
- There is no place like home.
- There will be some relatives at our wedding.
- There exist many interesting books on this subject.
- There stands a new house at the corner of the street.
- There may be many ways of solving this problem.
- There were many children in the street walking to school with flowers in their hands.
- There is a wide network of railways in our country.
- Without transportation there could be no civilization.
- There were no mistakes in her test paper.

Ex. 2.

Say these sentences in the Past and Future Simple.

- There are twelve students in our group.
- There is a letter for him on the table.
- There is an underground station nearby.
- Is there anything I can do for you?
- There is no bread left.
- There is nothing to add.
- There is some flour on the shelf.
- There are different sources of energy.

Ex 3.

Fill in the gaps with there + to be in the appropriate tense.

- _____ some celebrities at his birthday party last night.
- _____ many students

and teachers in the club tomorrow. 3. _____ a new underground station in this district in a year? 4. _____ an invisible magnetic field between the poles of the magnet. 5. _____ a meeting at the University yesterday. 6. _____ some pictures on the wall. 7. _____ somebody in the corridor when I entered. 8. _____ an opposition to the party in power. 9. _____ a lot of guests at his wedding yesterday. 10. _____ a lot of sights in Kyiv. 11. When he explained everything, _____ a long pause. 12. _____ any milk left?

Ex 4.

Fill in the blanks with it is or there is.
1. ... warm in the room. 2. ... a theatre in our street. 3. ... a lot of work to do. 4. ... five o'clock in the afternoon. 5. ... so nice seeing you again. 6. ... nothing to be done about this. 7. ... often a rainbow after rain. 8. ... a lot of snow this year. 9. ... very strange that he is late. 10. ... a 'Who, Where, When' contest at our Academy today. 11. ... cold today; ... a strong wind. 12. ... dark; ... no moon. 13. ... time to begin our lesson. 14. ... no time to explain everything. 15. ... too early to leave yet.

Ex 5.

Change the sentences according to the model.

Model: He has a TV set in his room. – There is a TV set in his room.

1. She has a few English books in her library. 2. The list includes only volunteers. 3. She had a message in her e-mail. 4. They have no conveniences in their country house. 5. I had no money left on my account. 6. Our Academy has five departments. 7. I have some facts to prove it in my report. 8. We'll have a new seminar next week.

Ex 6.

Translate the sentences.

1. У цьому журналі є цікаві статті про історію залізниць України. 2. У нашому офісі буде телефон через кілька днів. 3. Післязавтра буде лекція про охорону навколишнього середовища (environmental protection). 4. На другому поверсі є бібліотека. 5. У залі було багато народу, коли ми увійшли. 6. Скільки факультетів у вашій академії? – У нашій академії п'ять факультетів. 7. У нас залишився хліб? – Так, небагато. 8. У нашому університеті дуже гарна лабораторія вагонів. 9. Існують різні види шкіл.

Learn and discuss proverbs. Write your own.

- 1. If you don't read the newspaper, you are uninformed.**
- 2. If you do read the newspaper, you are misinformed.**
- 3. Words have no wings but they can fly many thousands of miles**
- 4. Dead news, like dead love, has no phoenix in its ashes.**
- 5. Consider the facts seven times before you suspect someone**
- 6. Bad news travels fast**
- 7. Any publicity is good publicity**
- 8. A pessimist is a well-informed optimist.**

his mother is a Canadian-English and dietetics expert Maye Musk. Musk spent his childhood in South Africa and at the age of 9, he got his first personal computer, the Commodore VIC-20. Elon immediately got interested in programming and started to learn it by himself. At the age of 12, he earned \$500 by selling a computer game Blaster (a shooter similar to Space Invaders), which he had created by himself.

Biographies of famous people usually contain key episodes, which then lead them to an overwhelming success. In Elon Musk biography, there were, at least, two of such episodes. The first one was the decision that Musk made when he was only 17. After graduating from a secondary school in Pretoria, he decided to leave his home, and, without the support of his parents, to immigrate to the United States. However, he did not get into the United States right away.

In 1989, Elon Musk moved to Canada to the relatives of his mother. Having obtained Canadian citizenship, Elon went to Montreal. At first, he worked in low paid jobs, and almost a year was teetering on the brink of poverty. At the age of 19, he entered Queens University in Kingston, Ontario. In 2000, he met his future wife Justine Musk, who later gave birth to his five sons: Damian, Griffin, Xavier, Saxon, and Kai. However, he broke up with Justine after eight years and in 2010, got married a second time to a British actress by the name of Talulah Riley, with whom he has lived for 4 years and got divorced in 2014.

Elon Musk had been studying in Ontario for two years, and then, finally, his dream came true – in 1992, he relocated to the United States. He was able to move to the US after receiving a scholarship from The University of Pennsylvania: Penn. He earned his Bachelor of Science degree in Physics Bachelor the next year, but decided to continue his studying at The Wharton School of the University of Pennsylvania for one more year and obtained a Bachelor of Science degree in Economics as well.

When Elon Musk started to struggle with adolescent depression, he began to absorb philosophical and religious literature actively. Yet the most valuable lessons, he eventually learned from Douglas Adams' book *The Hitchhiker's Guide to the Galaxy*.

Elon Musk learned that the most difficult thing was to be able to come up with the right questions, and when he began to do that, the rest was obtained very simply. An episode that guided him to this conclusion was in which a giant supercomputer after several million years of thinking on the main purpose of life responded with a meaningless number 42.

finish reading at <https://astrumpeople.com/elon-musk-biography/>

II. Translate into English.

1. Історики досі сперечаються про те, хто винайшов радіо першим.
2. Є три основних претенденти на звання винахідника радіо – Попов, Марконі і Тесла.
3. Вони не були знайомі, але працювали над одним винаходом одночасно в різних країнах.
4. Попов цікавився здебільшого практичною частиною і не мав ідеї поширювати інформацію по світу.
5. Марконі показав своє радіо в 1897 році, і отримав патент, тому багато істориків вважають його винахідником радіо.
6. Ця технологія, яка існує понад 100 років, також не є складною як ракетобудування.
7. Прослуховування ранкових новин по радіо залишається однією з найпоширеніших звичок у всьому світі.
8. Доступність радіо та економічність засобів масової інформації призвели до поширення місцевих радіостанцій,
9. Радіо також було комунікативним каналом, яка вистояла під час лиха та катастроф.
10. Під час цунамі, радіо відіграло зіркову роль у передачі інформації про роботу з надання допомоги та відновлення, коли інші засоби масової інформації ставали недоступними.

III. Подивися відео та виконай тест.

<https://www.eslvideo.com/quiz.php?id=27099>



Indefinite (Simple) Tense
(Часи групи *Indefinite*)

PRESENT	PAST	FUTURE
<i>I, you, we, they work</i> <i>He, she, it works</i>	<i>worked</i> <i>went</i> (2 форма)	<i>will work</i>
NEGATIVE		
<i>I don't work</i> <i>He, she, it doesn't work</i>	<i>didn't work</i>	<i>will not (won't) work</i>
INTERROGATIVE		
<i>Do you work...?</i> <i>Does he, she, it work...?</i>	<i>Did he work...?</i>	<i>Will you work...?</i>

Ex 1.

Make the sentences negative and interrogative.

1. He always comes home late in the evening. 2. I often visit my parents. 3. They study every day.
4. We learn English. 5. They speak English very well. 6. We usually go to the seaside on holiday. 7.
My little brother likes cocoa with cereals.

1. I went to London last year. 2. He helped his brother yesterday. 3. They studied at the University
ten years ago. 4. He read adventure books in his childhood. 5. She gave me some pictures
yesterday.

1. They will live in the country in summer. 2. We will play tennis next weekend. 3. She will study
at college next year. 4. They will have a very important match next Saturday. 5. She will leave
school in a year.

Ex 2.

Change the verbs in brackets in accordance with the context.

1. My friend (work) at a factory. 2. Our group (go) to the theatre next month. 3. My mom
(graduate) from the Academy 15 years ago. 4. I (come) home later than usual yesterday. 5. He
(read) the book about Robinson Crusoe in his childhood. 6. Schoolchildren (have) the longest

holidays in summer. 7. The teacher (ask) the new grammar rule at the next lesson. 8. My little sister usually (sleep) till 10 o'clock. 9. My mother (celebrate) her birthday two days ago.

Ex 3.

Translate the sentences.

1. Він працює на заводі.
2. Він вчився у коледжі багато років тому.
3. Вона добре грає в теніс.
4. Я прочитав цю книгу на тому тижні.
5. Ми любимо добрі фільми.
6. Я відповів на ваше запитання кілька хвилин тому.
7. Куди ми поїдемо?
8. Вона не працює в школі.
9. Ти дивився телевізор учора?
10. Я прийду завтра.
11. Ви розмовляєте англійською?
12. Ви добре розмовляєте французькою.
13. Ти не допоміг мені вчора.
14. Ми не будемо завтра вчитись.
15. Ми не говорили про це.
16. Вони не живуть у цьому домі.
17. Куди ви їздили минулого літа?
18. Я не бачив його вчора.
19. Їх діти ходять до школи?
20. Ми поїдемо влітку до Одеси.
21. Ви підете додому?

Read and translate proverbs:

Stay a little and news will find you.

If it's called the USA Today, why is all the news from yesterday?

If you're not careful, the newspapers will have you hating the people who are being oppressed, and loving the people who are doing the oppressing.

Read two newspapers a day. And not just online. Hold them in your hands. Get ink on your fingers.

I do not like to get the news, because there has never been an era when so many things were going so right for so many of the wrong persons.

Once a newspaper touches a story, the facts are lost forever, even to the protagonists.

Newspapers are the world's mirrors.

exhibited in famous museums around the world, the country's rich culture and history are now appreciated on a global level


Many artists throughout history have used painting as a means of social commentary, reflecting the issues and concerns of their time. For example, during the Renaissance period, artists like Leonardo da Vinci and Michelangelo used their art to express humanism, a cultural and intellectual movement that placed emphasis on individualism and human potential. Similarly, during the 20th century, artists like Pablo Picasso and Frida Kahlo used their paintings to express political and social issues such as war, feminism, and civil rights. Painting has served as a powerful tool for artists to express their opinions, beliefs, and emotions on a variety of subjects.

Kateryna Bilokur, a highly original Ukrainian folk artist, is known for her beautiful depictions of the colorful Ukrainian nature, which are a significant landmark in the history of Ukrainian folk art. Despite being born into a poor peasant family in the village of Bogdanivka in the Kyiv region on December 7, 1900, Bilokur developed a thirst for knowledge that helped her fill up the gaps in her education. Gradually, her love for art forced out all other interests, and she began studying nature attentively, which enriched her with new impressions and led her to explore the mysteries of painting, design, and drawing line

Bilokur's early works in the 1920s and early 1930s were amateurish portraits of her relatives and villagers executed with charcoal and self-made vegetable paints. However, the second half of the 1930s marked an important period in her artistic career, as she began drawing still-lives. Her exceptional creative abilities were evident in works such as "The Birch" (1934), "Flowers by the Fence" (1935), and "Flowers" (1936), which showcased her ingenuity in selecting subject matter, vitality, fanciful composition, and harmony of colors, which became the main features of all her subsequent works.

Despite most of her works were lost in the Second World War, the years after the war were the most productive years of Bilokur's artistic career. Her artwork became the sensation at international exhibitions in Paris, where even Picasso admired her style. Bilokur's fantasy turned flowers and vegetables into symbols of beauty, and her use of pure colors characteristic of folk decorative art produced an extraordinarily emotional expressiveness. Thus, she rightfully occupies a leading place in the history of Ukrainian folk art.

Pin TENSE	ACTIVE	PASSIVE
Present Simple	I make a cake	A cake is made
Present Contin.	I'm making a cake	A cake is being made.
Past Simple	I made a cake.	A cake was made.
Past Continuous	I was making a cake.	A cake was being made.
Present Perfect	I have made a cake	A cake has been made.
Past Perfect	I had made a cake.	A cake had been made.
Future Simple	I will make a cake.	A cake will be made.



	PRESENT	PAST	FUTURE
Simple	am is + V ₃ are	was + V ₃ were	shall be + V ₃ will be
Continuous	am being is being + V ₃ are being	was being + V ₃ were being	—
Perfect	have been + V ₃ has been	had been + V ₃	shall have been + V ₃ will have been

Ex. 1.

Доберіть потрібну форму дієслова.

1. You a very interesting job next week (offer)
2. A bridge over the river.(build)
3. Milk in this shop.(sell)
4. The work by six o'clock. (finish)
5. It very soon.(forget)
6. All the preparations by tomorrow. (finish)

7. The truth to her. (tell)
8. The key by me yesterday.(loose)
9. He said that the work in time. (finish)
10. Who now ? (examine)
11. The experiment by 3 o'clock. (complete)
12. By three o'clock everything (prepare)
13. The boy for misbehaving. (punish)
14. The telegram only tomorrow. (receive)
15. The article now. (translate)
16. The child (take care of)
17. Three foreign languages at this school. (teach)
18. What museums last year ? (open)
19. Don't enter ! The room (clean)
20. This book must by every student. (must, read)
21. The window last week. (break)
22. A new stadium by the end of the year. (build)

PROVERBS

Match the beginning of each proverb on the left with its ending on the right. Add the articles – a, an, the – if necessary.

1.	Money	a is certain except death and taxes.
2.	Diamonds	b makes the world go round.
3.	Don't	c shared is problem halved.
4.	Friends	d cry over spilt milk.
5.	Nothing	e are girls' best friend.
6.	Problem	f in need is friend indeed. g pave way to Hell.
7.	Every cloud	h has silver lining.
8.	Good intentions	

1. "When preparing to travel, lay out all your clothes and all your money. Then take half the clothes and twice the money."
2. "Life is a journey. Make the best of it."
3. "Adventure may hurt you but monotony will kill you."
4. "When you travel, remember that a foreign country is not designed to make you comfortable. It is designed to make its own people comfortable."
5. "To Travel is to Live"
6. "The world is a book and those who do not travel read only one page."

while the final movement is a grand and triumphant conclusion. The symphony is often considered the pinnacle of orchestral music and has a rich history, with famous composers such as Ludwig van Beethoven, Franz Schubert, and Johannes Brahms.

Mozart's music is a special category in classical music. Wolfgang Amadeus Mozart is one of the most famous and revered classical composers in history. His music is known for its beauty, clarity, and emotional depth. Mozart's music spans a wide range of genres, including operas, symphonies, chamber music, and piano concertos. His operas, such as "The Magic Flute" and "Don Giovanni," are among the most beloved in the genre. Mozart's symphonies, such as Symphony No. 40 in G Minor and Symphony No. 41 in C Major, are masterpieces of orchestral music. Mozart's music is timeless, and his influence can be felt in modern music, such as in the work of contemporary composers like John Williams.

II. Translate into English.

1. Музика стимулює мозок, що допомагає полегшити біль, зменшити стрес і поліпшує пам'ять.
2. Музика може підвищити настрій і знизити тривогу.
3. Для того, щоб навчитися грати на музичному інструменті, потрібно багато навичок.
4. Навчання музиці розвиває лідерські здібності, впевненість, наполегливість та інші важливі життєві навички, які можна застосувати на роботі та у вашому соціальному житті.
5. Музика виражає різні емоції: радість, сум, біль, кохання, здивування.
6. Музика має здатність об'єднувати людей різноманітними способами та за різноманітних обставин.
7. Музика – корисний інструмент спілкування.
8. Музика це вид мистецтва, який вимагає творчих здібностей і сильної уяви.
9. Музика має здатність змінювати емоції та почуття людей за лічені секунди.
10. Гарна композиція має здатність зменшувати стрес, дискомфорт, і приносити щастя та спокій у наше повсякденне життя.

GRAMMAR
Perfect Tense
(Часи групи *Perfect*)

	Active have + Past Participle (-ed)	Passive have + been + Past Participle (-ed)
<i>Present</i>	I have just written the letter. She has already written the letter.	The letter has been written by a secretary. All the letters have been written .

<i>Past</i>	We had written the letter before you came to the office (by 6 o'clock yesterday).	The letter had been written before you came in (by 6 o'clock yesterday).
<i>Future</i>	They will have written the letter by 6 o'clock tomorrow.	The letter will have been written by 6 o'clock tomorrow.

Ex 1.

Fill in just, already or yet into each gap.

Model: I'm not hungry. I've just eaten my lunch.

- Peter hasn't phoned ... and its ten o'clock.
- Tina's ... told me that you won. Congratulations!
- We've ... seen that film – it was on last week.
- Have you been to the doctor ...? No, I haven't.
- Lock the door! I've ... seen her coming up the path.
- Careful! She's ... passed her driving test.
- Has the postman been ...?
- Yes, he's ... been. He was here a long time ago.

Ex 2.

Open the brackets, using verbs in the Present Perfect or Past Simple Tense.

- I (live) in London for eight years, and I don't want to move.
- He (live) in Oxford for two years, and then in 1993 he (move) to London.
- The rain (stop) and the sun is shining in the sky again.
- The rain (stop) half an hour ago.
- Mary (buy) a new flat.
- I (buy) a pair of gloves yesterday.
- We (meet) Ann and Paul three years ago. How long you (know) them?
- Alex (meet) his friend two hours ago.
- We just (discuss) our new plan.
- I (see) Peter today.
- I (not see) you for a long time. I (see) you in the town two or three days ago, but you (not see) me. I (be) on a bus.

Ex. 3.

Complete the sentences with a verb from the box. Use the Present Perfect Tense.

break, buy, finish, do, go, lose, paint, read, take

Model: 'Are they still having a dinner?' 'No, they have finished.'

1. I ... some new shoes. Do you want to see them? 2. 'Is Tom here?' 'No, he ... to work.' 3. '... you ... the shopping?' 'No, I'm going to do it later.' 4. 'Where is your key?' 'I don't know. I ... it.' 5. Look! Somebody ... that window. 6. Your house looks different. ... you ... it? 7. I can't find my umbrella. Somebody ... it. 8. I am looking for Sarah. Where ... she ...? 9. 'Do you want the newspaper?' 'No, thanks. I ... it.'

Ex. 4.

Answer the following questions using the words in brackets.

Model: When did you last smoke? (for two years) – I haven't smoked for two years.

1. When did it last rain? (for ages) 2. When did they last visit you? (since June) 3. When did you last play tennis? (for a long time) 4. When did you last drive? (six months) 5. When did you last go to Spain? (never)

Ex. 5.

Read this extract from an insurance claim. Put the verbs in brackets into the Past Simple, Past Perfect, or Past Continuous.

I am fairly sure that the theft took (take) place while I __ (have) breakfast. In fact, on my way back to the room, I __ (pass) a man who was about twenty-five years old who __ (behave) rather strangely, and who __ (hold) some sort of bag in his hand. Anyway, as soon as I __ (get) to my room, I __ (know) at once that someone __ (be) in there – the drawer __ (lie) on the floor and my traveller's cheques and passport __ (steal). Then, while I __ (look) around, I __ (realize) that the souvenirs and presents I __ (buy) the day before were missing as well.

UNIT 13. MY FAVORITE SINGER



- I. **Read and translate. Underline and learn new words. Make 10 questions. Prepare a topic and write it in your notebook.**

As a music lover, I appreciate a wide range of musical styles, and my preferences vary depending on my mood. Sometimes I crave the upbeat rhythms of disco music, while at other times, I enjoy the soothing melodies of classical, lyrical, or jazz music. Becoming a successful singer, however, requires more than just a love of music. While vocal lessons are undoubtedly important, technical prowess alone won't guarantee success in the music industry.

Contrary to popular belief, a singer need not possess a powerhouse voice that can shatter glass or bring down the house. Although having a strong voice can certainly be an asset, it's not always necessary, and in some cases, may even be a hindrance. There are already plenty of established artists with near-perfect vocals, such as Mariah Carey, Adele, and Christina Aguilera. Instead of striving for perfection, aspiring singers should focus on making their unique voice work for them.

Consider some of the most successful pop stars in the music industry, such as Katy Perry, Kesha, and Rihanna. These artists may not have the strongest singing voices in the world, but they have found a way to use their unique style and voice to capture the hearts of millions of fans. Aspiring singers should take inspiration from these artists and focus on developing their own style and voice, rather than trying to emulate others.

To succeed as a singer, it's also essential to believe in oneself and to be willing to work hard. With dedication, perseverance, and a willingness to take risks, anyone with a passion for music can achieve success in the music industry

Rihanna is a singer who I can never tire of listening to. My love for her began many years ago when I chanced upon a new single by her on the radio in 2007. It was titled "Umbrella" and it had me hooked from the first listen. The tune was so infectious and Rihanna's voice was both soft and deep. I couldn't resist the urge to dance and sing along to the catchy lyrics. The song went on to become an instant hit and one of the best-selling singles of all time.

Born in 1988 in Barbados, Rihanna's full name is Robyn Rihanna Fenty. Over the years, she has released seven studio albums and sold more than 150 million records worldwide. Her music has earned her numerous awards and she has a massive following of fans who flock to her concerts in stadiums around the world. It has been a lifelong dream of mine to attend one of her concerts and dance to her amazing songs that span genres such as reggae, hip-hop, and R'n'B. Her lyrics are always meaningful and often romantic, making her music even more enjoyable to listen to.

Aside from being a singer with a powerful voice, Rihanna is also a multi-talented personality. She has successfully ventured into acting and fashion design, proving that she is a force to be reckoned with in the entertainment industry. With her beauty, talent, and amazing personality, it's no wonder that Rihanna has captured the hearts of so many people around the world, including mine.

II. Translate into English

1. Музика може бути класичною і сучасною.
2. Класична музика серйозна і вимагає хорошого розуміння, тому комусь може здатися нудною і нудною.
3. Більшість людей віддають перевагу сучасній музиці.
4. Сучасна музика має різні жанри: поп, рок, диско, реп, техно та інші. Більшість молоді любить танці та поп.
5. Люди старшого віку люблять джаз, рок і поп.
6. Люди люблять дивитися музичні кліпи, тому що це не тільки слухати музику, а й дивитися цікаві речі.
7. Я люблю музику і люблю її слухати, тому що вона допомагає мені добре розслабитися.

Ex **3.**

a) Translate the pairs of words.
Long – length, dead – death, true – truth, strong – strength, breathe – breath, warm – warmth,
deep – depth, broad – breadth, grow – growth.

b) Choose the necessary word.

1. The street is two miles (long, length). 2. The (long, length) of the street is two kilometres. 3. Peter is a (strong, strength) boy. 4. The (strong, strength) of the wind was great. 5. It was a (warm, warmth) day. 6. The woman spoke with some (warm, warmth). 7. 'I am (warm, warmth),' said the child. 8. The (warm, warmth) of the sun is so pleasant!

Ex **4**

a) Translate the following words and define the suffix.

Economize, centralize, mechanize, mineralise, hospitalise, specialize, localize, particularize, generalize, standardize, naturalize, patronize, popularize, realize; beautify, simplify, glorify, purify, classify, horrify, falsify, personify, terrify, certify, intensify, justify, electrify.

b) Express the following in one word using –ize or –fy.

To make real (legal, material, public, spiritual, sterile);

to make into vapour (crystal, fluid, a dialogue, a summary, a colony).

To bring gas (terror, glory, beauty); to make clear (solid, intense, simple, pure, jelly).

Ex **5.**

a) Translate the verbs with the prefix -en(-em).
Encage, entrap, embed, embody, endanger, enable, enact, enclose, encamp, encase, endanger, endear, enfeeble, enrich.

b) Express the following in one word using en-.
To put smth. into a circle (a frame, a plane, a roll, a trap); to make smth. large (rich, sure, bitter).

Ex 6.

Form adjective from the words using -an (-ian, -n).

Africa, Mexico, Russia, America, Scandinavia, Kant, Ukraine, Hungary, Siberia, Syria, Paris, Australia, Arab, Shakespeare, Crimea, Chile, Canada, crocodile.

Ex **7.**

a) Translate the pairs of words.

Influence – influential, confidence – confidential, province – provincial, essence – essential, race – racial, substance – substantial, resident – residential, sacrifice – sacrificial, finance – financial, president – presidential.

b) Form adjectives from the nouns adding -al.

Experiment, continent, function, profession, sentiment, form, critic, cynic, fraction, nation, addition, instrument, position, provision.

Ex **8.**

a) Translate the adjectives.

Symbolic, periodic, poetic(al), acrobatic, pessimistic, journalistic, stylistic(al), synonymic(al), aristocratic, mystic, clinical, ironic(al), magnetic, tragic(al), optimistic, formalistic.

b) Note the difference.

A comic paper – a comical story, economic policy – economical housewife, historic event – historical fact, classic French wine – classical music.

Ex **9.**

a) Translate the words.

Seaward, southward, backward, upward, downward, outward, onwards, towards, inward, forward, homeward.

b) Translate the words using the stem given: east, wind, west, in, north, sky, home, earth.

На захід, у напрямку землі, на північ, до будинку, в небо, по вітру, направлений усередину, на схід.

Learn and discuss proverbs. Write your own.

Music is the wine that fills the cup of silence.

If music be the food of love; play on.

If one hears bad music, it is one's duty to drown it by one's conversation.

Music is moonlight in the gloomy night of life.

Music is what I breath, what I love to do. It keeps me alive.

Music is only love looking for words.

Every child is an artist; the problem is staying an artist when you grow up

Creativity takes courage

Art washes away from the soul the dust of everyday life.

To become a successful specialist in economic matters and business, one must have knowledge in various fields such as business economics, finance and credits, statistics, history of economic theory and philosophy, mathematics, as well as economic management, trade business and marketing, which is a modern philosophy of business. Overall, studying economics provides a strong foundation for a variety of career paths and equips individuals with valuable skills that can be applied in various fields.

II.Translate into English:

1. Я обрав економічну спеціальність з двох вагомих причин: кар'єра та зарплата.
2. Освіта на економічній спеціальності є хорошою підготовкою до різноманітних професій.
3. Економісти цікаві люди як через свої навички, так і через те, що вони можуть пояснити, чому виникають економічні явища та як економічні показники можуть покращитися.
4. Математика корисна для вивчення економічної теорії, політологія для економічної політики, іноземні мови для вивчення міжнародної перспективи, психологія для розуміння людської поведінки та історія для розгляду економічних явищ у контексті.
5. Статистичні інструменти є хлібом і маслом для осіб, які приймають рішення, на будь-якій управлінській посаді, від людських ресурсів і виробництва до маркетингу, фінансів і бухгалтерського обліку.
6. Я не зробив вибір наосліп. Я обрав кар'єру в галузі економіки підприємства.
7. Економісти вивчають наше повсякденне життя та систему, яка на нього впливає.
8. Економічна наука вивчає наші матеріальними потребами та бажаннями.
9. Мені необхідно вивчати багато наук, таких як економіка підприємства, фінанси і кредит, статистика, історія економічної теорії і філософії, математика, а також економічний менеджмент, торговельний бізнес і, звичайно, маркетинг.

II. Подивися відео та виконай тест

b) Blackish, fattish, sweetish tea, babyish, Swedish, British, foolish, Danish, Scottish, English, waterish eyes, bookish words, Anglo-Irish.

Ex 3.

Translate the nouns paying attention to suffixes -dom and -hood. Kingdom, freedom, childhood, manhood, wisdom, officialdom.

Neighbourhood, parenthood, fairyhood, motherhood, brotherhood, girlhood.

Ex

4.

a) Make nouns from the same root. Own, pay, exhibit, enter, admire, attract, mean, exclaim, discuss, build, found, silent, possible, different.

b) Make adjectives of the same root. Price, end, owner, hope, silence, difference.

c) Make verbs of the same root. Foundation, discussion, builder, admiration, owner, meaning, exclamation, entrance, payment, attraction, exhibition, furniture

d) Make adverbs of the same root. Week, open, nice, large, possible, present, different, ready, special, right, happy, wonderful, hard, hopeless, clear, silent, cheap.

tri- (<i>three</i>)	tricycle	-ate	celebrate
under- (<i>not enough</i>)	underestimate	-ize	organize
uni- (<i>one</i>)	unicycle	-fy	simplify
		-en	shorten

Word Formation

<i>Prefixes</i>	<i>Example</i>	<i>Suffixes</i>	<i>Example</i>
anti- (<i>against</i>)	antinuclear	-ee	employee
bi- (<i>two</i>)	bilingual	-er	employer
co- (<i>with</i>)	cooperation	-ish	childish, smallish
de- (<i>acting against</i>)	decomposition	-proof	waterproof
ex- (<i>before, former</i>)	ex-general	-age	breakage
inter- (<i>between</i>)	intermediate	-al	proposal
mono- (<i>one</i>)	monolingual	-ation	organization
non- (<i>not</i>)	non-stop	-ence	preference
over- (<i>too much</i>)	overeat	-ion	confusion
post- (<i>after</i>)	postgraduate	-ment	amusement
un- (<i>negative</i>)	unbelievable	-sion	suspension
im- (<i>negative</i>)	impossible	-sis	analysis
ir- (<i>negative</i>)	irresistible	-tion	direction
il- (<i>negative</i>)	illegal	-y	perjury
in- (<i>negative</i>)	incompetent	-ance	annoyance
mal- (<i>not correct</i>)	malfunction	-ant(-ent)	significant
dis- (<i>negative</i>)	disagree	-able(-ible)	reliable (efficient)
pre- (<i>before</i>)	prejudge	-an	Siberian
pro- (<i>in favour of</i>)	pro-American	-ar	regular
re- (<i>again</i>)	rearrange	-ary	secondary
semi- (<i>half</i>)	semicircle	-y	faulty
sub- (<i>under</i>)	subconscious	-wards	outwards
super- (<i>above</i>)	supernatural	-less	useless
trans- (<i>across</i>)	transatlantic	-ly	rapidly

Table.

I	am	glad happy pleased sorry	to meet you.
He	is		to hear it.
She	are		to be late.
We	was		to have missed the train.
You	were		not to have been informed about it.
They	will be		to be given this chance.

Ex 5.

Translate the sentences, using the Infinitive.

1. Вона щаслива, що вчилась у цьому інституті.
2. Мені незручно, що турбую вас.
3. Він буде радий, що поїхав туди.
4. Я радий запросити вас на вечір.
5. Я радий, що мене направили на цю конференцію.
6. Я хочу надіслати їй телеграму.
7. Дівчинка любить розповідати казки.
8. Забути цей день було неможливо.
9. Допомогти йому тепер – означає врятувати його.
10. Її мета – стати професіоналом своєї справи.
11. Наше завдання полягало в тому, щоб закінчити роботу до 5 грудня.
12. Вони приїхали в Лондон, щоб брати участь у студентській конференції.
13. Завтра ми поїдемо в аеропорт зустрічати наших колег.
14. Щоб вивчити мову, ви повинні якомога більше читати.
15. Погода була надто гарна, щоб залишитися вдома.
16. Завдання було надто складним, щоб виконати його за годину.
17. У цьому тексті надто багато нових слів, щоб зрозуміти його без словника.

Exercise 15. Compose sentences using the Complex Object.

I want	me	to interrupt you.
		to be interrupted by you.
I'd like	him	to tell the news.
		to be told the news.
Do you want	her	to accept your invitation.
		to be accepted to the academy.
I don't want	them	to become a member of the Scientific Society.
		to go sightseeing.
I didn't expect	us	to wash one's hands.
		to change one's opinion.
	you	to express one's opinion.
		to fight for one's rights.
		to divide the apples between the children.

Translate the sentences using the Complex Object.

1. Вони очікують, що ви будете на концерті.
2. Я побачила як таксі зупинилося біля супермаркету.
3. Він хоче, щоб ми розказали йому усе.
4. Його листи примушували її сміятися.
5. Вона чула, як підїхала машина.
6. Вона бачила, як Том вийшов з воріт зі своєю сестрою.
7. Я ніколи не чула, щоб він так багато говорив.
8. Він спостерігав, як дружина налила каву та поставила чашку на стіл.
9. Чи хочете ви, щоб я вам допоміг?
10. Я не хочу, щоб ви мені щось розповідали про своїх батьків.
11. Ви хочете щоб я пішла туди зараз?

Learn and discuss proverbs. Write your own

Cash is king.

Money has no smell.

Bad money drives out good.

Money is like sea water. The more you drink, the thirstier you become.

The best things in life are free.

Money isn't everything

Get the money honestly if you can.

Money is power

He that cannot pay, let him pray.

Money is the root of all evil

Money can't buy happiness

UNIT 15. WHAT ARE MASSIVE OPEN ONLINE COURSES?

YALTY-FREE STOCK PHOTO



1. Read and translate. Underline and learn new words. Make 10 questions. Prepare a topic and write it in your notebook.

MOOCs are a great way to access remote learning opportunities from prestigious higher education institutions at an affordable price. Many well-known universities, such as Harvard and MIT, offer a variety of courses online that can be taken individually or as part of a sequence for comprehensive knowledge. While some MOOCs are free to access, others may require a small fee for a verified certificate of completion. Popular platforms for MOOCs include Coursera, Udemy, FutureLearn, and Prometheus.

Prometheus, the largest online education platform in Ukraine, has partnered with Harvard and MIT to provide Ukrainian translations of their online courses. This project is supported by the press, education, and culture department of the US Embassy in Ukraine. With over 250 courses and more than 1.8 million students, Prometheus aims to make quality education accessible to all Ukrainians. They also have a program to train and employ IDPs in the IT sector.

As a student interested in improving my English skills, I took the "English for Beginners" course on the Prometheus platform. The course covers a variety of everyday topics, such as family, weather, gadgets, travel, holidays, and traditions. The lessons are taught in both Ukrainian and English, and each one begins with basic vocabulary and grammar rules. I learned about 300 new words and basic grammatical structures such as simple tenses, word order, and forming questions. The course also includes interesting videos for each topic, such as "Personal Traits" and "A Sound Mind in a Sound Body," which I found particularly enjoyable.

By the end of the course, I was able to introduce myself, ask general questions, and write small texts in English. I highly recommend this course to anyone interested in improving their English skills. I am planning to take the next course in the series, "English for Media Literacy."

Another great course available on the Prometheus platform is "English for Career Development". This course is designed to help learners improve their English language skills in a professional context. It covers a range of topics such as job search, networking, interviewing, and communication in the workplace. The course provides practical advice and tips for navigating the job market and building a successful career. It also includes video interviews with professionals from different industries, giving learners insights into different career paths and industries. "English for Career Development" is a valuable resource for anyone looking to advance their career and improve their English language skills at the same time.

II. Translate into English:

1. Багато відомих вищих навчальних закладів, у тому числі Гарвардський університет і Массачусетський технологічний інститут, проводять ці онлайн-курси на різні теми та на різних освітніх рівнях.
2. Ви можете пройти один курс, щоб глибше заглибитися в певну тему, або пройти кілька курсів, щоб отримати вичерпні знання.

3. Ви можете отримати доступ до багатьох MOOC безкоштовно. Також платформи стягують невелику плату, якщо ви хочете отримати сертифікат.
4. Українська освітня платформа Prometheus запускає український переклад онлайн-курсів Гарвардського та Массачусетського технологічних інститутів.
5. Цей проект реалізується за підтримки відділу преси, освіти та культури Посольства США в Україні.
6. Prometheus – найбільша освітня онлайн-платформа в Україні, яка робить найкращу освіту доступною для кожного українця.
7. Платформа має понад 250 курсів і понад 1 800 000 студентів.
8. У відповідь на повномасштабну війну Prometheus запускає програму для переселенців з підвищення кваліфікації та працевлаштування в IT-сфері.
9. Курс охоплює базові теми повсякденного життя: сім'я, погода, гаджети, подорожі, свята та традиції. Курс викладається українською та англійською мовами.

III. Подивися відео та виконай тест

<https://www.eslvideo.com/quiz.php?id=29239>



Gerund (Герундій)

	<i>Active</i>	<i>Passive</i>
<i>Indefinite (Simple)</i>	writing	being written
<i>Perfect</i>	having written	having been written

Ex 1.

Complete the sentences with -ing forms of the following verbs:
answer, climb, drink, forget, hear, learn, lie, pay, say, ski, type, watch.

1. ... too much alcohol is very bad for you.
2. I don't like ... bills.
3. He really enjoys ... his own voice.
4. What's wrong with ... in bed all day?
5. Her favourite sports are ... and ... mountains.
6. ... languages is hard work.
7. I hate ... goodbye.
8. ... is better than remembering.
9. ... animals can teach you a lot.
10. 'What's your job?' - '... the phone and ... letters.'

Ex 2.

Combine the sentences using the Gerund.

Model A: After he finished school, he worked at a plant. – After finishing school he worked at a plant.

1. After they passed their exams, they went to the mountains.
2. Before he moved to this town he lived in Kiev.
3. After he wrote the letter, she went to the post-office.
4. Before you cross the street you must look to the left and then to the right.
5. I turned off the light before I left home.
6. We met him after we walked about two miles.

Model B: She insisted that she should go to the library. – She insisted on going to the library.

1. He insisted that he should show them the way.
2. He insisted that he should be shown the way.
3. They insisted that they should help me.
4. They insisted that they should be helped with their work.
5. I insisted that I should examine them in the afternoon.
6. I insisted that I should be examined first.

Model C: When she plays, I enjoy it. – I enjoy her playing.

1. When you quarrel, I dislike it.
2. I don't mind it, if you open the window.
3. When they dance, I enjoy it.
4. When he gets an excellent mark, his parents are pleased with it.
5. If you make noise, I dislike it.
6. When you don't know the lesson, I am surprised at it.
7. If you pass your examination well, I'll be proud of it.

Ex 3.

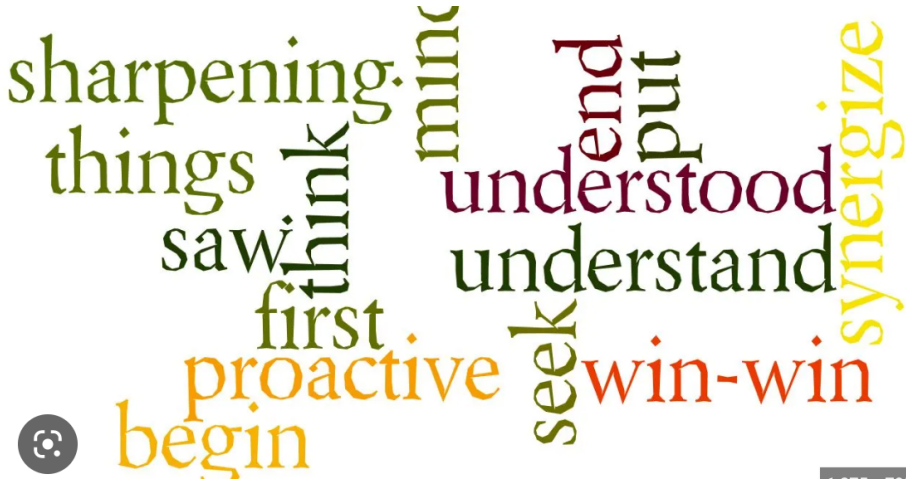
Translate into English using the Gerund.

1. Пробачте, що я запізнився. 2. Я не сподіваюсь побачити його скоро. 3. Дякую вам за те, що показали нам дорогу до міста. 4. Я здивований, що ти пропустив так багато занять. 5. Мені дивно, що ви так часто запізнюєтесь. 6. Ми наполягаємо на тому, щоб цей будинок було відремонтовано. 7. Вона пішла з дому, не вимкнувши телевізора. 8. Він пішов, не попрощавшись. 9. Я з нетерпінням чекаю того, що знов побачу мою подругу. 10. Мені не подобається ідея залишитися вдома. 11. Він захоплюється грою у футбол. 12. Цей факт не варто згадувати. 13. Ми були зайняті установленням обладнання. 14. Вона боїться залишитися вдома сама. 15. Зараз я не в настрої дискутувати.

Learn and discuss Proverbs, write your own:

1. Shrouds have no pockets.
2. Time is money.
3. You cannot serve God and Mammon.
4. Business opportunities are like buses, there's always another one coming.
5. Every problem is a gift—without problems we would not grow.
6. Success usually comes to those who are too busy to be looking for it.
7. There's no shortage of remarkable ideas, what's missing is the will to execute them.

UNIT 16. 7 HABITS OF EFFECTIVE PEOPLE



Read and translate. Underline and learn new words. Make 10 questions. Prepare a topic and write it in your notebook.

The concept of success can be elusive and different for each individual. It can be challenging to achieve and maintain success in all areas of life. One way to navigate this journey is to adopt Stephen Covey's seven habits of highly effective people. These habits encourage individuals to take control of their lives and focus on personal growth, self-improvement, and building meaningful relationships. The first habit is to be proactive, followed by beginning with the end in mind, putting first things first, thinking win-win, seeking first to understand, then to be understood, synergizing, and sharpening the saw. By embracing these habits, individuals can create a positive paradigm shift and achieve long-lasting success.

1. Be proactive: This habit is all about taking initiative and being responsible for your life. It means that you don't wait for opportunities to come your way, but instead, you create them yourself. Being proactive also means taking responsibility for your actions and not blaming external factors for your problems.
2. Begin with an end in mind: This habit is about setting goals and having a vision for your life. Before starting any task, it's important to have a clear idea of what you want to achieve and why. By having a clear goal in mind, you can stay motivated and focused on what really matters.

3. Put first things first: This habit is all about prioritization. It means focusing on the most important tasks and avoiding distractions that can prevent you from achieving your goals. By organizing your time and prioritizing your tasks, you can become more efficient and effective.
4. Think win-win: This habit is about seeking mutually beneficial solutions in all your interactions with others. Instead of thinking only about your own needs and desires, you strive to find solutions that benefit everyone involved. This approach can lead to stronger relationships and better outcomes in both personal and professional settings.
5. Seek first to understand, then to be understood: This habit is about effective communication. It means listening actively to others and trying to understand their perspective before expressing your own. By seeking to understand first, you can build trust and avoid misunderstandings that can lead to conflict.
6. Synergize: This habit is about working collaboratively with others. It means using the strengths of different people to achieve a common goal. By working together and leveraging each other's strengths, you can achieve outcomes that are greater than what any individual could have accomplished alone.
7. Sharpen the saw: This habit is about taking care of yourself both physically and mentally. It means continuously learning and growing, and taking time to recharge your energy and renew your focus. By taking care of yourself, you can maintain your productivity and effectiveness over the long term.
8. **In conclusion**, Stephen Covey's book, "The 7 Habits of Highly Effective People," offers a powerful framework for personal development and success. By adopting these seven habits, individuals can transform their mindset and take control of their lives. It's important to remember that adopting these habits takes time, effort, and patience. Success is not something that can be achieved overnight, but it is a result of consistent effort and the development of good habits. By adopting these habits, individuals can achieve success not only in their professional lives but also in their personal lives, creating a well-rounded and fulfilling life.

II. Translate into English

1. Ключ до розуміння полягає в тому, щоб вислухати.
2. За словами експертів у сфері комунікації, лише 10% нашого спілкування представлено словами. 30% представлено звуками, а 60% – мовою тіла.
3. Які емоції передаються без слів?

passed him in the street without taking notice of him. 5. I don't think the car can be repaired. 6. It could rain later this evening.

Віпорідність: 1. They left at nine, so they should have arrived by now. 2. This ought to be Pete's book; it certainly isn't mine. 3. Mickey ought to have won by a huge margin. 4. The weather should be fine tomorrow.

Логічне припущення: 1. He is very fit, though he must be at least sixty! 2. It couldn't possibly be a poison. 3. They cannot know what the situation is in the country. 4. If A is bigger than B, and B is bigger than C, then A must be bigger than C. 5. 'We went to Rome last month.' 'That must have been nice.' 6. 'Where can John have put the watch?' 'He can't have thrown it away.' 7. That was a bad place to go skiing – you could have broken your leg.

Критика: 1. You should have been nicer to Annie. 2. You could have passed your exam by now. 3. You could ask before you borrow my car. 4. I ought to have phoned Ed this morning, but I forgot.

Ex 2.

Complete the sentences, putting the verbs in brackets into the correct form. 1. 'What are all those people doing with those lights and cameras?' 'They (must / make) a film'. 2. 'I wonder how the thief got into our apartment?' – 'He (could / use) the fire escape or he (might / climb) that tree'. 3. 'I saw Harry waving someone off in a taxi.' – 'That (would / be) his cousin from Australia.' 4. 'It's five past eleven. Ken and Cathy's plane (should / touch down) in Kennedy Airport right now.' – 'Your watch (must / be) slow. It's nearly half past. Their plane already (must / land)'. 5. 'Bring very warm clothes. It (could / snow) when we arrive. It (can / snow) in the mountains even in summer.'

WORD BUILDING

Compound words (Складені слова)

post office, sunrise, headache, face-lift

Ex 1.

Translate the compound words defining the word-building pattern. Week-days, dark-blue, reference-book, day-off, south-west, life-story, fellow-workers, newcomer, present-day, second-hand, best-seller, downtown, west-Ukrainian, out-of-date, long-standing,

well-paid, uptown, clockwise, two-thousand-year-old, world-famous, right-hand, overcome, Middle Eastern, newlywed, cold-blooded, kind-hearted, hairdresser, middle-aged, sunshine, afternoon, beforehand, son-in-law, blackboard, letterbox, daybreak, ice-cream, nightfall, dark-eyed, framework, shipbuilding, guardsman, gooseberry, goodwill, godfather, foxtail, fingerprint, footfall, flagship, fireworks, dreamlike.

Ex 2.

Make up compounds

Book, video, speed, radio, light, time, remote, junk, word, food, air, computer.	Food, shop, table, mail, conditioned, software, maker, perfect, recorder, processor, bomb, headed, consuming, limit, poisoning, bulb, boat, controlled, worm.
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Ex 3.

Fill in the gaps with the correct compound noun.

1. Stop the car! The ... are red.
2. Heathrow is one of the biggest ... in the world.
3. Harrods is the best ... in London, but it's very expensive to go shopping there.
4. We waited in the rain at the ... for an hour before the bus came.
5. All big towns have a ... every morning when people go to work, and again in the evening when they go home.
6. Sun and Sea is the best ... in the town. They have good, cheap holidays.
7. I hate driving on the M25. It goes around London and it's one of the busiest ... in the country.
8. The ... was very big and I couldn't find the A man told me that it was near Platform 1.
9. No, I didn't borrow this book from the library. I bought it at a

PS. Learn and discuss the proverbs:

1. Success is not final, failure is not fatal: It is the courage to continue that counts.
2. Success is stumbling from failure to failure with no loss of enthusiasm.
3. Failure is simply the opportunity to begin again, this time more intelligently.
4. Success is how high you bounce when you hit bottom.
5. Success is not how high you have climbed, but how you make a positive difference to the world
6. Success is the sum of small efforts repeated day in and day out
7. Success is not measured by what you accomplish, but by the opposition you have encountered, and the courage with which you have maintained the struggle against overwhelming odds.

collaboration, as opposed to competition and adversarial tactics. Another strategy is the win-lose approach, where one party is willing to compromise more than the other in order to achieve their goals. This strategy is more adversarial and competitive, and typically results in one party achieving their desired outcome at the expense of the other.

Effective negotiation requires a range of skills, including active listening, problem-solving, and empathy. Active listening involves paying attention to the other party's perspective and needs, while problem-solving involves coming up with creative solutions that address both parties' interests. Empathy is also important, as it allows individuals to understand and acknowledge the other party's feelings and emotions, which can help to build trust and rapport. Effective negotiators also need to be able to manage their emotions and stay calm under pressure, as negotiations can often be tense and emotionally charged.

There are several types of negotiations that can occur in various situations. Here are some common types of negotiations:

1. **Distributive Negotiations:** This type of negotiation is also known as competitive negotiation, as the goal is to win as much as possible in the negotiation while making the other party lose. This type of negotiation usually involves fixed resources, and the parties involved try to get the biggest share of the resources.
2. **Integrative Negotiations:** This type of negotiation is also known as collaborative negotiation. It's a win-win situation where both parties benefit from the negotiation. It's a creative process where parties try to create value by finding common ground, which helps them achieve their respective goals.
3. **Multiparty Negotiations:** This type of negotiation involves more than two parties. It can be complex, as each party has their own interests, goals, and opinions. Multiparty negotiations usually require more time, effort, and resources than two-party negotiations.
4. **Cross-Cultural Negotiations:** Cross-cultural negotiations take place between people from different cultures or countries. Different cultures may have different negotiating styles, which can make negotiations more challenging. Cultural differences can also impact the interpretation of nonverbal cues, which can be important in negotiations.
5. **Employee-Employer Negotiations:** These negotiations are between employees and employers, usually during the hiring process, performance evaluations, and salary negotiations. The goal is usually to reach an agreement that is mutually beneficial for both parties.

6. International Negotiations: These negotiations take place between individuals or organizations from different countries. International negotiations can be complex due to cultural, legal, and linguistic differences. It requires a deeper understanding of the different cultures involved and may require the help of translators or international lawyers.

In conclusion, negotiation is a critical skill that can benefit individuals in both personal and professional settings. It involves working collaboratively with others to reach a mutually acceptable solution, and requires a range of communication, problem-solving, and critical thinking skills. By employing different negotiation strategies and utilizing effective communication techniques, individuals can successfully resolve disputes, make agreements, and build stronger relationships.

Meeting People

Good morning (afternoon, evening)!

Hello

(Hi)!

How are you? How are you getting on? How are you doing? How are things?

Fine, thank you. (Very well, thanks. Oh, pretty well.)

Not too bad. And what about you?

So-so. (Same as usual.)

What's new?

Let me introduce myself. I'm...

May I introduce you to Mr. Smith?

Excuse me, haven't we met before?

Jane, meet my friend Bob.

Glad (pleased, happy) to meet you.

We've already met actually.

Parting with People

I am afraid I have to go. (I must be off now. Look, I really must be going.)

I've got to see someone, I am afraid.

It was so nice of you to have come (called.)

It's been a lovely party. (We have enjoyed ourselves.)

Thank you for an enjoyable evening.

I'm so pleased to have met you. (It was nice meeting you.)

Love to ... (Remember me to ... Regards to ...)

See you. (Be seeing you. See you again soon.)

So		long.		
Do	keep		in	touch.
You must come round to our place some day.				

Invitations and Proposals

Would	you	like	to...?
Could you possibly do me a favour?			
Will	you	join	me for dinner?
Would	you	care	for a drink?
Do you mind if...? If you don't mind I'd like...			
Is there anything else I can do for you?			
Let	me	offer...	
What about...? (How about...?)			

Excuse

I	am	(terribly,	awfully,	so)	sorry..		
Excuse my being late. -							
I am sorry to butt in, but ...							
I am sorry this has happened. -.							
I	am	sorry	to	have	kept	you	waiting.
I	am	sorry	to	bother	you	but...	
I beg your pardon. (I do apologize. Oh, do forgive (excuse) me.)							
It's my fault entirely. -							
Yes, I see.							
Right.							
Yes, of course. No, of course not.							
Well,		not			necessarily.		
That's		an			idea.		
How terrible! (How splendid!)							
What		a			pity!		
You	must	be	joking	(kidding).			
Magnificent! (Terrific! Fantastic! Amazing!) Incredible!							

Agreeing

I agree (with you). (Agreed.)	
Sure.	(Absolutely).
By	all means.
I see your point. (I get your point.)	
You are absolutely right.	
I don't mind.	
I	couldn't agree more.
I go along with what Mr ... says.	
That's exactly how I feel.	
It is true. -	

Disagreeing

I disagree.			
I	don't	think	so.
I	can't	possibly	agree.
That's	all	very	well, but...

I see your point, but...
Yes, but it seems to me that...
Yes, but on the other hand...
On the contrary.
That's completely beside the point.
That's out of the question.
Sorry, let me explain.
That's not the point.
I am not really (quite) sure about...

I've no idea, I'm afraid.
Well, let me see... (Let me think for a moment.)
That rather depends.
Do you follow me? Are you with me?
What exactly do you mean?
I am not sure that I quite understand that (... I get your point).
What you are driving at (getting at)?

Starting a Conversation

Might I just have a word with you?
The point (question, problem) is... - .
I would suggest that...

I would like to stress that...
Let's get down to business..
Besides
Another argument in favour of this is...

Telephoning

Good morning. This is ... speaking.
May I speak to ...? (Can I speak to ..., please?)
Who is calling, please? (Who is speaking?)
Just a moment, please.
Hold on, I'll put you through.
Will you hold the line a moment? I'll see if he is free (... if he is in). -
I'll connect you with ... now.
... will take the call now. -
I'm sorry. The line is engaged.
I'm sorry, ... hasn't returned yet. He may be back any minute.
Could you phone later?
What's your number, please?
Where can he contact you?
Would you like to leave a message? (Any message for ...?)
Shall I ask ... to ring (to call) you back?
Sorry the line is very bad. Will you repeat, please?
I am afraid you have got the wrong number.

TEST SAMPLE

1. Read and translate.

Life is a dog-eat-dog world. It's about fierce, ruthless competition and if you have to lie and cheat to get what you want, then so be it. Do you believe that? Is life actually a dog-eat-dog world? If you're having to lie and cheat, aren't you going against your principles of honesty and integrity? Unfortunately, this is a mindset that many people possess in today's society. They believe that to win, you have to lose. But what if I told you that life doesn't have to be that way? Instead, life doesn't have to be a competition, both parties can win. By creating a win-win mindset, you can begin to establish successful, interdependent relationships.

Adopting a win-win mindset might mean shifting your paradigm of human interaction. In fact, there are 6 paradigms that Covey explains.

- The first is the Win-Win paradigm in which both people win. Problems are resolved by creating a mutually beneficial solution that satisfies both parties.
- The second is the Win-Lose paradigm in which people think "If I win, you lose." Win-lose people use their power, position, and credentials to influence others to get what they want.
- The third is the Lose-Win paradigm in which people think "If I lose, you win." Lose-win people aim to please those around them and seek popularity and acceptance.
- The fourth is the Lose-Lose paradigm in which both people lose. Whenever two "win-lose" people or two determined, stubborn, and ego-driven people negotiate with one another, it will always end in a lose-lose situation.
- The fifth is the Win paradigm in which people simply don't care what the outcome is for the other party as long as they win.
- The final paradigm is the Win-Win or No Deal mindset in which people believe if a mutually beneficial agreement cannot be made, then no deal will be made.

When trying to find a solution, the most important thing is to be conscious of finding one that stays in line with your principles. This is an example of the Principle of Abundance. The Principle of Abundance embraces an Abundance Mentality which means you believe there is more than enough for everyone. Those that don't have an Abundance Mentality instead have a Scarcity Mentality and believe that if you win, then another person has to lose. In other words, they have the "this town ain't big enough for the both of us" mentality.

If you think win-win, you'll eventually find yourself building positive relationships because you'll end up strengthening both parties rather than slowly destroying one. A good exercise to begin thinking about how you can implement this mindset is by identifying a relationship that you have that could benefit from a win-win solution. Now put yourself in the other person's shoes and write down the solutions the other person would consider a win. Now write down what you consider a win. Try and come up with a solution that incorporates wins that mutually benefit each party.

II. Put 10 questions (use each type) to the text.

III. Translate sentences:

1. Чи вірите ви, що життя - це світ жорстокої конкуренції де потрібно брехати і обманювати?
2. Часто люди вважають, що лише одна людина може виграти в боротьбі.
3. Але що, якби я сказав, що обидві сторони можуть виграти.
4. Більшість проблем можна вирішити шляхом створення взаємовигідного рішення, яке задовольняє обидві сторони.
5. Існує менталітет достатку та менталітет дефіциту.

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